



MEMORANDUM OF UNDERSTANDING

between

[HOST PARTNER]
and
[INTERNATIONAL PARTNER]
and
[COOPERATING ORGANIZATION]

1. SUBJECT

Global Grant #[GRANT NUMBER] in [COMMUNITY], [COUNTRY]

2. PURPOSE

A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing activities required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

3. PRIMARY CONTACTS

	HOST PARTNER	INTERNATIONAL PARTNER	COOPERATING ORGANIZATION
Name	[NAME]	[NAME]	[NAME]
Address	[ADDRESS]	[ADDRESS]	[ADDRESS]
Phone	[PHONE]	[PHONE]	[PHONE]
Email	[EMAIL]	[EMAIL]	[EMAIL]

4. UNDERSTANDINGS

- A. All parties affirm that Global Grant #[GRANT NUMBER] is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
- B. [HOST PARTNER] and [INTERNATIONAL PARTNER] affirm that [COOPERATING ORGANIZATION] is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that Global Grant #[GRANT NUMBER], if approved, will be awarded to [HOST PARTNER] and [INTERNATIONAL PARTNER] and not to [COOPERATING ORGANIZATION].
- D. All project funds will be in the custody of the partner Rotarians and will not be managed by [COOPERATING ORGANIZATION].
- E. [COOPERATING ORGANIZATION] must abide by The Rotary Foundation grant terms and conditions.
- F. [COOPERATING ORGANIZATION] and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

5. [HOST PARTNER] SHALL:

- A. [HOST PARTNER RESPONSIBILITY]
- B. [HOST PARTNER RESPONSIBILITY]
- C. [HOST PARTNER RESPONSIBILITY]

6. [INTERNATIONAL PARTNER] SHALL:

- A. [INTERNATIONAL PARTNER RESPONSIBILITY]
- B. [INTERNATIONAL PARTNER RESPONSIBILITY]
- C. [INTERNATIONAL PARTNER RESPONSIBILITY]

7. [COOPERATING ORGANIZATION] SHALL:

- A. [COOPERATING ORGANIZATION RESPONSIBILITY]
- B. [COOPERATING ORGANIZATION RESPONSIBILITY]
- C. [COOPERATING ORGANIZATION RESPONSIBILITY]

8. MODIFICATION

Modifications within the scope of this document shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by The Rotary Foundation prior to any changes being performed.

9. CONFLICT OF INTEREST

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

10. SIGNATURES

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

_____	_____
[HOST PARTNER]	DATE
_____	_____
[INTERNATIONAL PARTNER]	DATE
_____	_____
[MANAGER, COOPERATING ORGANIZATION]	DATE