| [Committee Name] |
| --- |
| **International Project Proposal** |
| [Insert Project Name] |

| [Type project lead(s) name(s)]  Last Update: [January 1, 2012] |
| --- |

# Introduction

The Rotaract Club of Toronto has determined to focus its resources on providing funding for programs that are aligned with the Rotary pillars and this application should be completed for larger-scale international projects or events where funds are requested by an external organization or person.

It should be noted that funds will not generally be given for operating purposes, deficit financing, endowment funds, or under any form of pledge arrangement. Grants are not given to individuals for sponsorship, travel, awards, fellowships, scholarships, or bursaries.

At least one Project Lead must be a current member of the Rotaract Club of Toronto.

There can be multiple Project Leads and Partner Organizations in an International Project.

We do require that this form be completed as much as possible before submitting to the Board, and that an agency agreement (refer to Appendix) be signed before the transferring of funds. As well, if we are applying for a district grant that a Memorandum of Understanding be signed (refer to Appendix).

# General

Partner Organization Name:

Partner Organization Email Address:

Partner Organization Contact Telephone Number:

Partner Organization Website:

Partner Organization Business Number / Registered Charitable Number (if applicable):

Partner Organization Description:

*Please provide background information about your organization such as:*

* *issues you address*
* *who benefits from your activities and achievements.*
* *other agencies do you coordinate*
* *geographical area do you service*

Partner Organization Contact Name:

Partner Organization Contact Email Address:

Partner Organization Contact Telephone Number:

Project Lead Contact Name:

Project Lead Email Address:

Project Lead Contact Telephone Number:

# Purpose

*Discuss the broad purpose of the project, what is the purpose to the broader Rotaract community and to your club in specific. Why is this a project that should be of interest to your club members?*

# Needs/Problem

*Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. This is the why of the project, why does this project need to be completed. A community needs assessment should be completed if possible and the summary discussed here. Ideas for information to include here are:*

* *Length of time needs/problems have existed*
* *Whether problem has ever been addressed before, and what the outcome was*
* *Impact of problem to target population*
* *Impact of problem to surrounding populations*
* *What support/skills/funding would you require from the Rotaract Club of Toronto?*

# Objective

*State the desired goals and objectives to address the needs/problems stated above. Be very specific about the object of the plan, what in measurable ways are you trying to accomplish with this project (ex. Trying to raise $1000 for a well project in Guatemala, in partnership with Rotaract). Also include key benefits of reaching goals/objectives including what recognition Rotaract Club of Toronto would receive.*

*• Specific & measurable goal 1*

*• Specific & measurable goal 2*

*• Specific & measurable goal 3*

# Deliverables

*Provide detailed information about activities required and procedures. Include information on activities such as team creation, sponsorship, grant timelines, and actual work required. Should get into details about what the project is actually doing.*

# Timeline

*Provide as detailed information as possible on the expected timetable for the project. Break the project into phases and provide a schedule for each phase. A more detailed activity specific timeline should be created when the project is approved.*

|  | **Description of Work** | **Start and End Dates** |
| --- | --- | --- |
| ***Phase One*** |  |  |
| ***Phase Two*** |  |  |
| ***Phase Three*** |  |  |

# Budget

*State the proposed costs and budget of the project. May also be included in the appendix if a separate document or if a budget is yet to be created, discuss the overall expected budget and return on investment if it’s a fundraiser.*

1. Please provide a copy of audited financial statements covering a two-year period for the partner organization(s) for your project if available.
2. Please provide the budget for the project.
3. If the project is ongoing, how will operating costs be met in future years?
4. How much money is required, and how will it be spent?
5. How much money has been raised to date?
6. What commitment of funds has been received from other sources?
7. Have you or your organization previously requested The Rotaract Club of Toronto to contribute to this or other projects of your organization? If yes, when and how much did you receive?
8. How would the funds be transferred to the partner organization(s)? We would prefer it to be sent as a bank to bank transaction but if not possible let us know of alternative methods.

# Monitoring and Evaluation

*Discuss how progress will be evaluated throughout and at the end of the project.*

* *Formulate clear indicators for each goal*
* *Indicate how and when to conduct monitoring and evaluation activities to determine project’s progress and outcome*
* *State which methods will be used to monitor and evaluate the project*
* *Identify who will carry out the project evaluation.*

# Appendix

*Provide supporting material for your proposal here. It may be:*

* *Research materials*
* *Statistics or estimates*
* *Community Needs Assessment*
* *External quotes*
* *Other relevant information*
* *Brief surrounding project partners*
* *Disclaimers for any photos or videos we want to use for social media or promotion purposes*
* *Memorandum of Understanding*

## Agency Agreement

To submit a proposal for a potential grant, please provide us with the following information and then email to [torontorotaract@gmail.com](mailto:torontorotaract@gmail.com):

Complete the following agreement which we will then send to you to sign.

### Agency Agreement Dated the (XX day of XX, 20XX).

Between: The Rotaract Club of Toronto

Fairmont Royal York Hotel

100 Front Street W., H level

Toronto, Ontario, Canada

M5J 1E3 (“Principal”)

And: \_\_\_\_\_(Agency Organization Name)\_\_\_\_\_

\_\_\_\_\_(Input Agency Address)\_\_\_\_\_

(“Agent”)

#### Banking Information

\_\_\_\_\_\_(Input Agency Banking Information here)\_\_\_\_\_\_\_

#### Description of Project

The Agent has been appointed to carry out certain charitable activities namely (add detailed description of the charitable activity specifying which country) on behalf of the Principal; and pursuant to the provisions of the Income Tax Act (Canada) and to the policies of Canada Revenue Agency the Principal and the Agent wish to formalize the agency relationship by setting out in a binding agreement their respective rights and obligations with respect to the performance of these charitable activities and administrative acts by the Agent on behalf of the Principal that in consideration of the promises and covenants contained herein, the parties hereto agree as follows:

#### Relationship of Principal and Agent

1. The Agent acknowledges that it is aware of the Principal’s goals and objectives to carry out \_\_\_\_\_(input country and project details)\_\_\_\_\_ and verifies that it is able to deliver the services required. At all times the Agent shall act under the direction, control and supervision of the Principal in carrying out its activities under this Agreement. The Agent further acknowledges that all expenditures will further the Principal’s formal purposes and constitute charitable activities that the Canadian Principal carries on itself.
2. The Principal appoints the Agent, and the Agent accepts such appointment, on the terms and conditions expressed herein, to act on behalf of the Principal in performing the charitable activities and administrative acts set forth in Schedule A, as amended by the Principal in writing from time to time.

#### Duration of Agreement

1. The obligations of the Principal and the Agent pursuant to this Agreement will continue until \_\_\_\_\_(input project/event end date)\_\_\_\_\_, or subject to earlier termination by either party upon 30 days written notice to the other party. Upon termination, the Agent shall report to the Principal with respect to any outstanding matters and the parties shall account to one another for any amounts owing.

#### Funding And Directions

1. The Principal shall by means of cheque, bank draft, electronic transfer or other means provide funds to the Agent to perform the charitable activities and administrative acts to be performed by the Agent on behalf of the Principal and shall provide to the Agent directions as to the charitable activities and administrative acts which are to be carried out by the Agent with the funds so transferred.
2. The Agent agrees that it will disburse and apply any funds advanced by the Principal pursuant to this Agreement only in accordance with the directions of the Principal and, in any event, only for the purposes described in this Agreement. The Agent shall provide a detailed breakdown of expenditures made on behalf of the Principal.
3. The Principal shall reimburse the Agent for its reasonable costs in providing the services provided for in this Agreement on such basis as the parties may from time to time determine. Where specific costs cannot be identified, because of the nature of similar activities carried on by the Agent, an allocation of costs based on program expenditures shall be used and approved by the parties from time to time.
4. The Principal need not advance any funds to the Agent pursuant to this Agreement, except for activities and acts approved by the Principal and the Principal may at any time withdraw from the Agent any of the Principal’s funds already advanced, which have not been expended or committed by the Agent in accordance with the directions of the Principal. Upon request, the Agent agrees to return to the Principal forthwith any funds previously advanced by the Principal to the Agent which have not been expended or committed by the Agent in accordance with the directions of the Principal.

#### Segregation of Funds and Accounting

1. The Agent agrees to maintain separate records and books of account, recording receipt and disbursement of funds provided by the Principal, in such form and in such detail as may be reasonably requested by the Principal from time to time. The Principal may at any time inspect the records kept by the Agent for the purposes of this Agreement.

#### Reporting And Supervision

1. Upon request of the Principal from time to time and in any event at on completion of the project, the Agent will provide to the Principal updates, reports, records and accounts documenting the charitable activities that the Agent is carrying on on behalf of the Principal pursuant to this Agreement, and documenting how the funds advanced by the Principal to the Agent have been applied to the charitable activities and administrative acts carried on by the Agent on behalf of the Principal pursuant to this Agreement and containing such other information regarding the disbursement of the funds as the Principal requests.

#### Miscellaneous

1. Any notice, request, demand or communication required or permitted to be given under this Agreement may be given at the addresses set out above or to such other addresses as is specified by a party to the other.
2. Each party shall, at its own expense, execute and deliver all such further agreements and documents and do such further acts and things as may be reasonably required from time to time to give effect to this Agreement.
3. This Agreement will ensure the benefit and be binding upon the parties hereto and their respective successors and permitted assigns.
4. This Agreement may not be amended except by written agreement between the parties.
5. No consent or waiver, expressed or implied, by either party, to or of any breach or default by the other party of any or all of its obligations under this Agreement shall be valid unless it is in writing, nor shall it eliminate or modify the need for specific consent or waiver in any other or subsequent instance.
6. Neither party to this Agreement may assign any right, benefit or interest in this Agreement without the written consent of the other party.
7. The parties may provide a copy of this agreement to the Canada Revenue Agency or any other governmental authority if requested to do so, and to any other party if required, to enable the parties to carry out their obligations under this agreement.
8. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
9. The Agent shall provide periodic reports to the Principal and shall do so promptly when requested by the Principal

#### Anti-Corruption

1. \_\_\_\_\_(Input agency name)\_\_\_\_\_ shall conduct business in an honest and ethical manner, and comply with all applicable anti-corruption legislation, including without limitation, the Foreign Corrupt Practices Act of the United States of America, the Canadian Corruption of Foreign Public Officials Act, and any such similar laws existing in (input agency country), and applying to the charitable work (“Anti-Corruption Laws”). (Input agency name) represents that it takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally and with integrity in all its business dealings and relationships whether in Canada, the United States of America, (input agency country)or in other countries. (Input agency name) further agrees that;
   1. It will comply, and will procure that any sub-contractor comply, with the Anti-Corruption Laws;
   2. It will not engage in, or agree to engage in, and procure that any sub-contractor will not engage in, or agree to engage in, any acts of bribery or corruption in relation to the Services provided; and
   3. It will ensure that any sub-contractor engaged in connection with this project is only engaged on the basis of a written contract which imposes on such person or entity terms equivalent to those imposed on (input agency name) will be responsible for compliance by such person with the Relevant Terms, and shall be directly liable to the Principal for any breach by such person of any of the Relevant Terms.
2. Notwithstanding that the Project will bear Rotary marks/name etc., or anything else contained in this Agreement, RCT and (input agency name) agree that the grant by The Rotaract Club of Toronto hereunder does not create any future obligations of any kind, financial or otherwise on the RCT beyond the payments and obligations called for under this Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, President 2021-22 (Input name and position of agent authority)

The Rotaract Club of Toronto

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## The Rotary Foundation Future Vision Club Memorandum of Understanding (MOU)

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for Clubs participating in the Rotary Foundation’s Grants Program. It is an agreement between the Club and District 7070, explaining what measures the Club will undertake to ensure proper implementation of Global and District Grant activities and management of Rotary Foundation Global & District Grant funds. By authorizing this document, the Club agrees that it will comply with all Foundation requirements.

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention
5. Report on Use of Grant Funds
6. Method for Reporting and Resolving Misuse of Grant Funds
7. **Terms of Club Qualification**
8. Upon successful completion of the qualification requirements, the Club will receive qualified status for a period of one year (**Rotary year 2021-22)**.
9. By entering into this agreement and receiving Rotary Foundation grant funds, the Club understands and confirms that the Club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group(s) controlled the funds.
10. The Club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030. of the Rotary Foundation Code of Policies.
11. The Club must cooperate with all District 7070 and TRF audits.
12. **Club Leadership Responsibilities for Qualification**
13. A Club member must be appointed to manage Club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
14. The Club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
15. At least two Club members must successfully complete management and qualification training arranged by the District. The Club President-Elect is encouraged to complete the training.
16. **Financial Management**

A. The Club must maintain a bank account to be used only for Rotary Foundation Global Grant funds in

accordance with applicable laws. A separate bank account for District Grants is recommended.

1. The account/s should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or to District 7070.
2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
3. Two Rotarian signatories are required on cheques and withdrawals.

B. The Club must create a financial management plan that includes measures to:

1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US$75 or more.
2. Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account

without diversion, except for direct payment for grant activities or to return funds to the District or TRF.

1. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
2. Maintain a general ledger that separates funds according to each project
3. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
4. Perform monthly bank reconciliations.
5. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
6. Ensure all grant activities, including the conversion of funds, are in accordance with local law.
7. **Document Retention**

The Club must create a document maintenance system or Club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:

1. Documents relating to qualification
2. All records and documentation of policies and procedures required by the Club MOU
3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and

invoices for all purchases made with grant funds, written or electronic correspondence

Documents must be stored in a known location that is accessible to Club Rotarians and must be provided to TRF or to District 7070 upon request or in the case of an audit

1. **Report on Use of Grant Funds**

The Club must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

1. **Method for Reporting and Resolving Misuse of Grant Funds**

The Club must report any potential misuse or irregularities in grant-related activity to District 7070 Governor and the District 7070 Rotary Foundation Committee Chair.

1. **Authorization and Agreement**

We, being responsible for administering grant activities for the **Rotary Club of**

certify that the Club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International **District 7070** of any changes or revisions to Club policies and procedures related to these requirements.

We also understand that at least two Club members must complete with passing grade no later than May 31, 2021 the three on-line ([www.rotary7070.org](http://www.rotary7070.org)) modules that form the District 7070 Foundation Qualification Training in order for the Club to be qualified to participate in the Rotary Foundation’s Grants (District and Global Grants) program for the Rotary year 2021-22.

| **Club President 2020 – 21** | |  | **Club President 2021 – 22** | |
| --- | --- | --- | --- | --- |
| Name |  | Name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |