**MEMORANDUM OF UNDERSTANDING**

between

**[HOST PARTNER]**

and

**[INTERNATIONAL PARTNER]**

and

**[COOPERATING ORGANIZATION]**

**1. Subject**

Global Grant **#[XXXXX]** in **[Community], [Country]**

**2. Purpose**

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]** | **[INTL PARTNER]** | **[COOP ORG]** |
| NAME |  |  |  |
| ADDRESS |  |  |  |
| PHONE |  |  |  |
| E-MAIL |  |  |  |

**4. Understandings**

1. All parties affirm that Global Grant #[XXXXX] is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
2. [HOST PARTNER] and [INTERNATIONAL PARTNER] affirm that [COOPERATING ORGANIZATION] is reputable and responsible and acts within all governing laws of the project country.
3. All parties acknowledge that Global Grant #[XXXXX], if approved, will be awarded to [HOST PARTNER] and [INTERNATIONAL PARTNER] and not to [COOPERATING ORGANIZATION].
4. All project funds will be in the custody of the partner Rotarians and will not be managed by [COOPERATING ORGANIZATION].
5. [COOPERATING ORGANIZATION] must abide by The Rotary Foundation grant terms and conditions.
6. [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. [list responsibilities of host partner]

B.

C.

**6. [INTERNATIONAL PARTNER] shall:**

A. [list responsibilities of international partner]

B.

C.

**7. [COOPERATING ORGANIZATION] shall:**

A. [list responsibilities of cooperating organization]

B.

C.

**8. Modification**

Modifications within the scope of the instrument 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**