



MEMORANDUM OF UNDERSTANDING WITH THE PARTNER ORGANISATION

Agreement between

ROTARY CLUB CÚCUTA CIUDAD DE LOS ARBOLES, COLOMBIA hereinafter referred to as "Local Sponsor",
[CLUB LA VICTORIA, VENEZUELA hereinafter "International Sponsor",
LA ESPERANZA INSTITUTE, COLOMBIA hereinafter referred to as "Organisation 1",
y [Name of cooperating organization, country] hereinafter referred to as "Organisation 2".

Note: The Foundation needs to receive this Memorandum of Understanding, hereinafter "MOU", in exactly this format. Please complete the form fields without modifying any other text. If you are unsure how to complete the fields, please refer to the tips at the end of this document.

1. SUBJECT

Global Grant No. 2464549, CREATION OF A MULTISENSORY SPACE at LA ESPERANZA HIGH SCHOOL,, COLOMBIA hereinafter referred to as a "Rotary Grant".

2. DEFINITION

A cooperating organization is a reputable organization that provides expertise, knowledge, infrastructure, advocacy, training, instruction, or other support for the implementation of the grant-funded project. A cooperating organization must comply with all reporting and auditing requirements set forth by The Rotary Foundation and submit receipts as requested.

3. PURPOSE

This document establishes an agreement between the parties listed above to implement a project funded by a grant from The Rotary Foundation. This document may also be used with other groups involved in the project, such as beneficiary organisations, non-profit contractors or government agencies.

4. PROJECT OBJECTIVES

The parties to this agreement will work together to achieve the following objectives:

- a. To develop multisensory spaces adapted to the integral needs of people with functional diversity (motor, sensory and/or intellectual) attended by the Instituto La Esperanza.
- b. Strengthen the comprehensive development and autonomy of children and adolescents served by the Institute, through the provision of appropriate devices and tools to create multisensory environments.
- c. Strengthen the skills and technical capacities of the multidisciplinary professional team working at the Instituto La Esperanza, providing a timely, differential and expert service in the territory.

5. RESPONSIBILITIES OF THE LOCAL SPONSOR

Describes the specific responsibilities of the Local Sponsor. The Local Sponsor:

- a. With the support of the Institute's staff, acquire the necessary elements and equipment for the implementation of the multisensory room.
- b. Provide technical and professional services in support of the Rotary grant-funded project.
- c. Lead and coordinate information dissemination and public relations in the community.
- d. Seek community support and resources for the project.
- e. Host Rotarians visiting the locality to support or learn about the Rotary grant-funded project.
- f. Administer grant funds, and handle payments to suppliers, providers and contractors.
- g. The project committee shall ensure that all other committees work accordingly.
- h. The finance committee shall ensure that all equipment, fixtures and connectivity procured under the project are at the most suitable price and that all expenditures are made in accordance with the financial description.
- i. Prepare project reports, in collaboration with the International Collaborator.
- j. Measuring and evaluating the project activities

6. RESPONSIBILITIES OF THE INTERNATIONAL SPONSOR

Describes the specific responsibilities of the International Sponsor. The International Sponsor:

- a. It will have to ensure that the project is being carried out at the indicated stages.

- b. Frequent meetings with the local sponsor to follow up on the project.
- c. It should request any information it deems necessary on the development of the project.
- d. As far as possible, you should visit the project once it is in operation.

7. RESPONSIBILITIES OF THE ORGANISATION 1

Describes the specific responsibilities of the Organisation 1:

- a. Efficient and accurate delivery of the required information corresponding to the target population of the project, allowing an adequate planning and adaptation of the multisensory spaces to their specific needs.
- b. Ensure the proper use of resources, devices and tools required for the implementation of the project and the provision of the multi-terrorist space, prioritising transparency in the management of funds and equipment.
- e. Guarantee the physical space and provide professional human resources for the correct adaptation and implementation of the multisensory room. Providing the community and the general public with an inclusive, specialised, human and high quality service.
- f. Ensure the long-term sustainability of the project, including maintenance plans and continuous training of staff, to ensure its operation over time and maximise its impact on the community.

8. RESPONSIBILITIES OF THE ORGANISATION 2

Describes the specific responsibilities of the Organisation 2. The Organisation 2:

- a. [add the specific responsibilities for this project] [add the specific responsibilities for this project].
 - b. [add the specific responsibilities for this project] [add the specific responsibilities for this project].
- [add the specific responsibilities for this project] [add the specific responsibilities for this project].

9. AGREEMENTS

All parties agree that:

- a. If approved, the Rotary Grant will be awarded to the Local Sponsor and the International Sponsor.
- k. The Local Sponsor and the International Sponsor shall administer and control the Rotary Grant funds.
- l. The Local Sponsor and the International Sponsor will be involved at all stages of the project.

- m. Both the Local Sponsor and the International Sponsor shall appoint a project management committee with a minimum of three members. These committees will be responsible for managing the project on behalf of the sponsors.
- n. Both the Local and International Sponsor and Organisations must comply with [The Rotary Foundation's Conditions for Global Grants](#).
- o. The Local Sponsor and the International Sponsor declare that the Organisations are in good standing and conduct themselves in accordance with the laws in force in the host country of the project.
- p. All grant funds will be received and administered by the Local Sponsor or the International Sponsor and will not be administered by the Organisations.
- q. Grant funds will be deposited in the designated Rotary Grant bank account until they are needed to pay a supplier or reimburse a purchase.
- r. All payments to suppliers and reimbursements to Organisations shall be documented by receipts, paid invoices, vouchers or written agreements.
- s. Organisations may contribute funds to the project, but the Rotary Foundation will provide matching funds.
- t. Project-related documentation held by the Organisations may be subject to financial and operational review by The Rotary Foundation.
- u. In their respective club or district certification memoranda of agreement, the Local Sponsor and the International Sponsor agree to:
 - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local laws.
 - Ensure that the project adheres to The Rotary Foundation's stewardship and grant management practices.
 - Ensure that all persons involved in a grant-funded project behave in such a way as to avoid any real or perceived conflict of interest.
 - Notify the district of any actual or potential misuse or misappropriation of grant funds.
 - Cooperate with any financial, operational or grant audits deemed necessary.
 - Maintain a standard set of accounts, including a general ledger and a complete record of all receipts and disbursements of grant funds.
 - Disburse grant funds in accordance with the terms of The Rotary Foundation's "Terms and Conditions for Rotary Foundation Global Grants.
 - Maintain a record of the items purchased, manufactured or distributed through the activities funded by the grant.
 - Maintain a bank account dedicated exclusively to the receipt and disbursement of grant funds.
 - Have a minimum of two Rotary members serve as signatories on the bank accounts of the

sponsoring clubs or districts for disbursements.

- Maintain separate functions related to the administration of funds, so that in no case does a single person have control over them.
- Have a written plan for the transfer of custody of bank accounts in the event of a change of signatories.
- Keep bank statements to justify the receipt and use of grant funds.
- Keep grant documents in a place that is known and accessible to club and district officials.
- Retain grant-related documents for a minimum of five years, or longer if required by local law.

10. CONFLICTS OF INTEREST

Rotary Grants staff must be notified of any actual or perceived conflict of interest in accordance with the "Conflict of Interest Policy" set forth in the "Terms and Conditions for Rotary Foundation Global Grants. Conflicts of interest arise when an individual is in a position to make or influence a grant decision that could benefit him or her directly or a family member, his or her business, or an entity in which such individuals hold a paid or volunteer leadership or advisory position. This includes all Rotary members who serve in a fiduciary, trustee, director, officer, or staff capacity. In case of doubt, any potential conflict of interest must be disclosed.

Identify below any real or apparent conflicts of interest:

[Names, positions] [Names, positions]

11. MODIFICATIONS

Modifications to this document shall be made by mutual agreement of the parties. Before any changes can be made, a written amendment must be issued, signed and dated by all parties and approved by The Rotary Foundation.

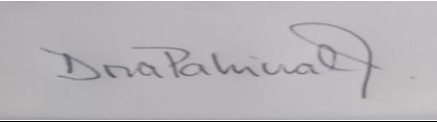
12. CONTACT DETAILS

Your privacy is important to Rotary International and The Rotary Foundation ("Rotary") and the personal information you share with Rotary will only be used for official Rotary purposes, such as in connection with a Rotary grant. Personal information collected on this form is subject to [Rotary's Privacy Policy](#).

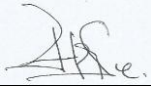
13. AUTHORISATIONS

By signing below, the above parties agree to the terms of this Memorandum of Understanding.


Local Sponsor Authorisation

Signature:  Date: 26 November 2024
Printed name: Dora Patricia Lobo J Position: President Club
Postal address: Calle 21 No 0a-26, barrio blanco
Telephone: +57 3184635765 E-mail: doraplobo@yahoo.com

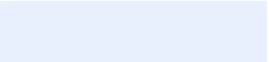
Authorisation of the International Sponsor:

Signature:  Date: 26 November 2024
Printed name: Pedro Julio Hernandez Position: Governor-elect
Postal address: 1ra Transversal, Qta El Carmen, Urb El Recreo, La Victoria, Edo Aragua 2121
Telephone: +58 04144949003 E-mail: pjhernandezs@hotmail.com

Authorisation of the Organisation 1

Signature:  Date: 28 October 2024
Printed name: ANA HELENA VEGA DE CAMARGO Position: Legal Representative
Postal address: Avenida 9E No. 0-10 Quinta Oriental
Telephone: 3184635937 E-mail: admin@iesperanza.org

Authorisation of the Organisation 2

Signature:  Date: Date
Printed name: Printed name Position: Cargo
Postal address: Postal address
Telephone: Telephone E-mail: E-mail address

TIPS FOR COMPLETING THIS FORM

GENERAL CONSIDERATIONS

If you only work with one organisation, provide the details of Organisation 1. Always include the details of the Local Sponsor and the International Sponsor.

PROJECT OBJECTIVES

In this section, the project partners describe the overall project objectives that the partners hope to achieve together.

For example:

- To improve the quality of education provided to pupils in a local primary school.
- Improving the quality of care for cancer patients in a local hospital.
- Increase farmers' crop yields by 10 % through a drip irrigation system.

SECTIONS ON RESPONSIBILITIES

Meeting with all partners to assign responsibilities and recording them in writing can avoid conflicts and increase the likelihood of project success. This ensures that everyone involved agrees on the basics of the project and avoids confusion during the implementation phase. When defining the responsibilities of each collaborator, carefully consider their resources and skills. Remember that each project requires specific roles and responsibilities that are essential for effective implementation. Detail the specific responsibilities for your project.

Aspects to be taken into account when determining responsibilities:

- Who will provide the technical and professional services? What specific services will be provided or what specific skills are needed?
- What types of personnel, infrastructure or equipment are required and who will provide them?
- Who will provide training and education, and who will provide mentoring, advocacy and financial oversight?
- Who will be responsible for leading and coordinating education and public relations activities in the community?
- Who will be responsible for obtaining support and resources for the project in the community?
- Who will administer the grant funds and handle payments to suppliers and contractors?

- Will cooperating organisations submit itemised cost statements with supporting documents before receiving grant funds?
- Who will lead and coordinate fundraising activities?
- Who will cover long-term equipment maintenance, operation, programming and staffing after the Rotary grant funds are exhausted? (Note that Rotary members may continue to support the project, but the project should not rely solely on that support).
- Who will prepare the Rotary grant reports? Who will assist in the submission of the reports?
- How will financial records be kept? Who will maintain these records? What is the plan for document retention?
- Who will measure and evaluate the results of the project, how will they be measured, who will collect the results, how will they be shared?

AGREEMENTS

For legal reasons, the Foundation needs this section to remain unchanged. No additions or changes should be made. We understand that, in some cases, Rotary members may need to sign a second MOU or contract to comply with local laws. However, even in those cases, the Foundation needs this MOU to be submitted with the grant application.

AUTHORISATIONS

Make sure that all parties sign the MOU. If any signature is missing, the MOU will be considered incomplete. Sponsors and organisations should decide who will represent them as signatories.

If you have any doubts, consult your regional grants officer who can examine your MDA to ensure that it is complete.