1. All Clubs must get certified each Rotary Year to participate in any grant (District, Global).

   a. All Clubs, including the lead Club and any participating Clubs, must meet all of the certification requirements.

   b. Certification qualifications are for one Rotary Year only.

   c. The Rotary year is July 1 through June 30.

2. Certification requirements include:

   a. Memorandum of Understanding

      1) All signatures should be on a single form for the club

      2) Complete all fields, including the club name, sign and submit

      3) In the case of repeat presidents, additional officers need to sign – at least the Club Treasurer; another officer representing the Club Leadership

   b. Club must submit goals on Rotary Club Central for Membership, giving to the Annual Fund, and giving to Polio Plus

   c. Adherence to all The Rotary Foundation (TRF) and District requirements

   d. The club must be current on all reports, payments and tax filings

   e. Grants Management Seminar (GMS)

      4) At least 2 Club Members must participate in the GMS for the current year to certify club

      5) *REQUIRED - members completing grant applications must participate in a GMS.*

      6) *SUGGESTED – Club Treasurers, Treasurers of Club Foundations should participate in a GMS to ensure understanding of the financial requirements including the separate account required for managing all funds for the project.*

      7) GMS event dates are on the Grants web page and on the District Website calendar.

      8) To Register for a GMS, go to the District Calendar, click the event and select the seminar from the drop-down menu.

      9) You must participate in the entire seminar to get credit