



# COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

[RC Taichung Hsiang-Shang / D3461, Taiwan], "Host Sponsor,"  
[RC Circuit Makati / D3830, **Philippines**], "International Sponsor,"  
[Taichung City Government Health Bureau, Taiwan], "Organization 1,"  
and [Name of cooperating organization, country], "Organization 2"

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

## 1. SUBJECT

Global Grant #[GG 2573282], [**Taichung City Community Atrial Fibrillation Screening and Prevention Program.**], in [Taichung City], [Taiwan], the "Rotary Grant."

## 2. DEFINITION

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide 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 that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

## 4. PROJECT OBJECTIVES

All parties listed in this agreement will collaborate to achieve the following project objectives:

1. Taichung City's Department of Health will equip health centers in each administrative district with additional handheld ECG devices and related consumables.
2. Maintain and service preventive medical equipment in health centers to ensure screening functionality.
3. Integrate AF screening into preventive health service programs to detect AF early in the community, enabling timely treatment and reducing stroke incidence.

## **5. HOST SPONSOR RESPONSIBILITIES**

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

- a. [Finance rehabilitation equipment, teacher training and software procurement]
- b. [Arrange business visits, participate in training courses]
- c. [Evaluate the effectiveness of project implementation ]

## **6. INTERNATIONAL SPONSOR RESPONSIBILITIES**

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. [Finance rehabilitation equipment, teacher training and software .]
- b. [Supervise the project.]

## **7. ORGANIZATION 1 RESPONSIBILITIES**

Describe the specific responsibilities of Organization 1. Organization 1 will:

- a. [**The Taichung City Government Health Bureau and its affiliated health centers across the entire Taichung City will assist and jointly implement.**]
- b. [The Taichung City Health Bureau can continuously monitor the rehabilitation outcomes of residents and compile statistics on the benefits achieved.]

## **8. ORGANIZATION 2 RESPONSIBILITIES**

Describe the specific responsibilities of Organization 2. Organization 2 will:

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

## **9. MUTUAL UNDERSTANDINGS**

All parties agree that:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International

Sponsor.

- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.
- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.
- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.
- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.
- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:
  - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law
  - Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices
  - Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
  - Report to the district any potential or real misuse or mismanagement of grant funds
  - Cooperate with any financial, grant, or operational audits
  - Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds
  - Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants
  - Maintain records for items that are purchased, produced, or distributed through grant activities
  - Maintain a dedicated bank account to be used only for receiving and disbursing grant

funds

- Have a minimum of two Rotarian bank account signatories from the sponsoring clubs or districts for disbursements
- Maintain a separation of duties for handling funds so no one person is solely in control of them
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories
- Retain bank statements to substantiate the receipt and use of grant funds
- Retain grant documents in a location known by and accessible to club and district officers
- Retain grant documents for a minimum of five years, or longer if required by local law

## 10. CONFLICTS OF INTEREST

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

[NONE]

## 11. MODIFICATION

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.

## 12. CONTACT INFORMATION

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to [Rotary's privacy policy](#).

## 13. AUTHORIZATIONS

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

Host Sponsor authorization:

Signature:

 Lease

Date:



Printed Name: Yung-Wei Chan

Position: President of Taichung Hsiang

Shang RC

Postal Address: NO.119,Section3,Songzhu Road,Beitun District,Taichung City

Phone: 886955581168 Email: hsiaowei@lilin.com.tw

International Sponsor authorization:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Position: President of RCCM

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization 1 authorization:

Signature:  Date: 2025/02/10

Printed Name: ZI-ZHAN ZENG Position: Director of the Taichung City Health Bureau.

Postal Address: No. 136, Zhongxing Road, Fengyuan District, Taichung City.

Phone: 8864-25265394 Email: hbtc02211@taichung.gov.tw

Organization 2 authorization:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Printed Name Position: Position

Postal Address: Postal Address

Phone: Phone Email: Email