



THE ROTARY CLUB OF HARRISBURG
"Service Above Self"

3211 N. Front Street, Harrisburg, PA 17110
Telephone: 717-213-5049 Fax 717-232-5184
Email: harrisburgrotary@yahoo.com
Web: www.hbgrotary.com

A Memorandum of Understanding

Following is a Memorandum of Understanding (MOU) between The Harrisburg Rotary Foundation (the Foundation), a charitable organization formed by the Rotary Club of Harrisburg (the Club), under 501(c)(3) of the Internal Revenue Code and the School District of Harrisburg (HSD) for 2012 pertaining to the allocation of Foundation funds from the Foundation.

The Foundation's Board of Trustees, and the Club's Board of Directors have decided to support appropriate projects identified by the HSD for the District's 2012-2013 school year by providing financial grants from a portion of the funds raised by means of the Club's annual pancake breakfast and auction. Our goal is to support the project specified by the District and approved by the Foundation in the range of \$15,000 for the 2012-2013 school year.

The Foundation's Board of Trustees must approve grants in advance of providing funds for any HSD project.

MOU GUIDELINES

The Foundation's Board of Trustees will consider the HSD's requests for funding (the RFF), which must identify the grant's use and the student need.

The HSD must submit its RFF to the Foundation prior to December 1. The Foundation's Board of Trustees will review the RFF.

The Submission Application and all documentation must be submitted to the Foundation's office at 3211 N. Front Street, Harrisburg, PA 17110, by 5:00 PM, on December 1, or 5:00 PM on the next business day if December 1 is a Saturday or Sunday.

The HSD can submit the Submission Application by mail, to be delivered by the United States Postal Service, postmarked no later than December 1, or the next business day if December 1 falls on a Saturday or Sunday.

The HSD will be notified by letter of the decision of the Foundation's Board of Trustees upon the Board's acceptance of the District's specified project.

In order to receive funding, the HSD will be required (1) to sign this Memorandum of Understanding, and (2) to submit a final written evaluation of the grant's project, which evaluation must document the specific use of the funds, pertinent grant use details, and the public recognition given to the Foundation and the Club.

Signed by: _____ (President, Harrisburg Rotary Foundation)
Date: _____

Signed by _____ (Vice President, School District of Harrisburg Board)
Date: _____

Attest: _____ (Secretary, School District of Harrisburg Board)
Date: _____



HARRISBURG ROTARY FOUNDATION
SCHOOL DISTRICT OF HARRISBURG
Memorandum of Understanding
Submission deadline: December 1
Submission date: _____

Submission writer _____
Name Title Telephone

Address _____
Street City State Zip

Project coordinator: _____
Name Title Telephone

Amount requested: \$ _____ Start date of project: _____
End date of project: _____

Focus of project:

Signature of Superintendent acknowledging approval of this request for funding (RFF)

Signature of Project Coordinator

Signature of Submission Writer

Please answer the following questions, and attach appropriate documents and pages, as necessary:

1. What is the problem or need this RFF addresses? Please provide statistics concerning the students and nature of the target group, and the school's geographic area to be served.
2. What are the project's objectives?
3. Describe the project, and include a timetable for achieving project objectives.
4. How will this project be funded in the future?
5. How will the HSD evaluate the success or failure of the project?
6. List other funding sources the HSD has approached and identify other commitments and details to fund this project.
7. Discuss benefits to the HSD students from this project.

PLEASE ATTACH SUPPORTING DOCUMENTS