



DISTRICT QUALIFICATION FAQ

What is district qualification?

Qualification helps us ensure that your district understands its financial responsibilities and is prepared to steward Foundation funds properly. District qualification is an annual process and the clubs in your district, as well as the district itself, will not be able to apply for grants or receive grant payments without being qualified. Districts must conduct a grant management seminar or have club members enrolled in the online grant management seminar in the Grant Center.

How do we qualify our district?

Three district officers — the governor, governor-elect, and Rotary Foundation chair — will need to sign in to My Rotary, go to the [Qualification page](#), read the memorandum of understanding (MOU) and authorize it. For full instructions, see [How to Complete Qualification](#).

How do we qualify our clubs?

Please refer to the [Club Qualification FAQ](#) sheet for more information.

I received an email that said my district is not qualified. But the Grant Center shows my district's status as "Qualified." Why did I get that email?

The status that you see in My Rotary is for this Rotary year. Your district needs to be qualified again for next Rotary year.

If your district has not completed the online qualification process by 1 July, its status will change to "Pending." The new district officers will have to complete the qualification process before the district or its clubs can apply for grants.

If I authorized the MOU last year, do I have to do it again this year?

Qualification usually needs to be done each year. But in some cases, if you authorized the MOU for this year, you don't need to do it again for next year, as long as you remain familiar with the MOU's requirements and your district's financial management plan. If you authorized it for your governor-elect year, you're not required to do it again for your governor year. And if you serve a three-year term as DRFC, you don't need to do it each year. Generally, if you take one of these roles, you're expected to authorize the MOU again for your first year of your term, even if you have done so in the past for another role or the same one.

Can I enter information in my language when I do the online qualification process?

You can read and authorize the MOU in English, French, German, Italian, Japanese, Korean, Portuguese, or Spanish. It, and the rest of the Grant Center, will appear in the language you use for My Rotary.

I am the district governor (or governor-elect or DRFC) for next year, but I don't see the link to District Qualification in the Grant Center. Why not?

If your role hasn't been reported to Rotary, you won't have access to the district qualification process in the Grant Center. To update Rotary's records, contact the district's [Club and District Support representative](#).

How can I confirm that I have authorized the MOU? How can I see which of my fellow officers has authorized the MOU?

Sign into My Rotary and go to the Grant Center. Follow the District Qualification link in the upper left. On the District Qualification page, under MOU Status, you'll find the roles listed along with the MOU status.



Rotary Grants

Home

District Qualification

District Grants

Global Grants

Packaged Grants

© 2016 Rotary International
[Privacy](#) [Terms](#) [Help](#)
Donate

District Qualification

District Information

District Number:
District Status: Qualified
[Print DQ Record](#)

Current District Officers

Role	Name	Term Start Date	Term End Date	MOU Status
DG		01/07/2015	30/06/2016	Approved 11/07/2014
DGE		01/07/2015	30/06/2016	Approved 02/07/2015
DRFC		01/07/2015	30/06/2016	Approved 04/10/2012

Incoming District Officers

Role	Name	Term Start Date	Term End Date	MOU Status
DG		01/07/2016	30/06/2017	Approved 02/07/2015
DGE		01/07/2016	30/06/2017	Not Started
DRFC		01/07/2016	30/06/2017	Not Started

How can I confirm that my district is qualified for next year?

Your district will be qualified for next year when three incoming officers (the governor, governor-elect, and DRFC) have authorized the MOU. If, on the District Qualification page in the Grant Center, you see that all three incoming officers have approved the MOU, your district is already qualified for next Rotary year.

How do I print a copy of the completed and authorized district MOU?

When all officers have authorized it, you can print a copy of the MOU using the **Print DQ Record** button in the upper right. You can print a copy of the MOU itself at any time by downloading a [PDF version](#).