

Memorandum of Understanding

Partnership Agreement Memorandum of Understanding

Michigan Nonprofit Association AND Community Foundation X

This Memorandum of Understanding (MOU) describes the responsibilities and expectations between Michigan Nonprofit Association and Community Foundation X for the Michigan Nonprofits Count Campaign and the X Community Census Hub.

RESPONSIBILITIES AND EXPECTATIONS

For the campaign, the Michigan Nonprofit Association (MNA) serves as the "lead" organization. As the lead organization, MNA is responsible for the following:

- Secure and distribute funding to for distribution of mini-grants in the region.
- Develop an evaluation plan, including a dashboard for Community Foundation X to track its efforts and those of their mini-grant recipients.
- Design and implement a statewide communications strategy that includes a plan for the region (website, media outreach, talking points, ads, etc).
- Provide Community Foundation X with the data to identify hard-to-count neighborhoods in the areas referenced and ideas for outreach.
- Provide tools that can be tailored, by Community Foundation X, on the planning and implementation for census 2020; what's at stake for communities; examples for how nonprofits can be engaged; responses to FAQs; and sample materials to be provided to those who are hardest-to-count.
- Coordinate with state and federal officials to collaborate on efforts to reach those who are hardest-to-count and avoid duplication of efforts. MNA will share this information with the census hubs.
- Host quarterly online trainings for mini-grant recipients.
- Conduct monthly peer learning calls with census hub representatives to discuss the latest regarding campaign efforts statewide, promote leading practices and sharing of strategies.
- Provide ongoing technical assistance to census hub representatives.

Under this Agreement, Community Foundation X agrees to:

- Form an advisory group comprised of representatives from the targeted areas to advise on the region's plans for outreach, training, communications and mini-grant distribution.

- Develop plans for the region that is based on the data provided by MNA to reach the hardest-to-count neighborhoods.
- With input from the advisory group and MNA, identify nonprofits that serve those in the targeted hardest-to-count neighborhoods. Conduct outreach to these organizations and award mini-grants when appropriate.
- Participate in MNA peer learning community and share relevant materials and information from peer learning calls with mini-grant recipients.
- Tailor and share tools provided by MNA with mini-grant recipients and other relevant organizations/individuals.
- Provide technical assistance to mini-grant recipients, as needed.
- Track efforts of mini-grant recipients utilizing the MNA dashboard and evaluation plan.
- Encourage mini-grant recipients and other nonprofits in the area to participate in the quarterly trainings provided by MNA.
- Partner with local officials in the relevant cities and counties to coordinate and avoid duplication of efforts.

TIME PERIOD

This agreement is from April 30, 2018 to December 31, 2020.

TERMINATION

MNA or Community Foundation X may terminate this agreement, with cause, within 30 days of submitting a notice of termination in writing to the other party.

Signatures of Authorized Representatives

Michigan Nonprofit Association Representative

[Type name, title]

Date

Community Foundation X

[Type name, title]

Date

SAMPLE