Memorandum of Agreement (MOA)

This agreement is entered into between organization and organization in order to document the partnership for the terms of the FY2022 Mini-Grant. This MUST be completed by the organization and organization and is considered part of the mini-grant application.

**The organization agrees to:**

Provide technical assistance in writing the above narrative.

If funded, disperse funds in a timely manner and work with the organization to amend the budget if necessary.

If funded, provide technical assistance in implementing programming as described in the above narrative.

If funded, provide technical assistance to help organization evaluate the efforts of this grant.

If funded, provide technical assistance to help organization sustain the efforts of this grant.

If funded, review and provide feedback on mid-year and final report to ensure the reporting meets the requirement of the grant.

If the above narrative does not score in the “fundable” range, the organization will work with the organization upon request to understand what improvements can be made for resubmission in the following fiscal year.

**If funded, the organization agrees to:**

Carry out all activities as described in the above narrative. If modifications are needed, the organization will contact the organization prior to planning / scheduling any new activities.

Adhere to the budget outlined above.

Submit a mid-year report to their organization by December 31 and a final report upon completion of the project (30 days after project completion, no later than June 31).

Provide any material developed under this grant to other organizations and organizations free of charge upon request. Where available, the materials will be shared electronically. If not available electronically, one printed copy of each item will be mailed to the requesting organization at the funded organization’s expense. Requesting organization may then have additional copies printed at their own expense.

This memorandum of agreement shall be in effect from July 1, 2022, through 30 days after the final report has been submitted.

Electronically signed organization:

Date: May 12, 2022

Electronically signed organization:

Date: May 6, 2022