



JUNIOR LEAGUE OF
PITTSBURGH

**COMMUNITY GRANT
MEMORANDUM OF UNDERSTANDING**

PURPOSE

This memorandum of understanding establishes the guidelines for the grant award between the Junior League of Pittsburgh and the Community Grant partner [name] _____.
The purpose of this MOU is to define the roles, relationships and obligations of both parties, including the use of the organizations' names.

INTRODUCTION

1. The Junior League of Pittsburgh:
 - a. **Mission and vision:** The Junior League of Pittsburgh is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through effective action and leadership. The JLP offers grants to community organizations and college scholarships to female students to support its ongoing efforts toward a food-secure community.
 - b. **Purpose of MOU:** This year, the League will award up to seven grants (\$1,000 each) to organizations for leaders in the community working against the causes and impacts of food insecurity. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to programs supported by a Junior League of Pittsburgh Community Grant.
 - c. **Duration:** This MOU shall begin upon grant funding approval. The agreement is renewable from year to year – outside of grant funding – unless either party gives notice of intent to withdraw from the program.
2. Community Grant partner [name] _____
 - a. **Mission and Vision:** _____
 - b. **Award Amount:** _____

ROLES AND RESPONSIBILITIES

- A. Joint responsibility: The Junior League of Pittsburgh and Community Grant partner [name] hereby mutually agree to work together to:
 - a. Provide open communication and leadership to achieve the mission and goals of this partnership.
 - b. Use the official logo and identifying mark for each partner on all communications and promotional materials in equal size related to grant award use and implementation.
 - c. The entities acknowledge that all or any financial arrangements must be negotiated and depend on availability of funds.
 - d. Additional items of joint responsibility.
- B. Junior League partner responsibility:
 - a. The JLP will publicize Community Grant partner name in public communications and social media platforms.
 - b. Other items TBD.
- C. Community Grant partner [name] responsibility:
 - a. Use of the Junior League of Pittsburgh name in accordance with JLP policies. The JLP logo may be obtained by emailing communications@jlpgh.org. JL brand guidelines are available at <https://brand.ajli.org/>.
 - b. Community partner will publicize JLP name/donation in annual reports, public communications and social media platforms.

- c. Other items:
 - i. Invite JLP representative to attend organizational events.
 - ii. Provide ongoing volunteer opportunities for JLP members through JLP Done in a Day (DIAD) activities (minimum of two during the grant year).
 - iii. Provide annual summary of how grant funds were used. This should include how many staff and volunteers were involved, whether the program will be continued past the grant year and any program highlights. **Due May 1 of the grant year.**
 - iv. Attend one JLP general membership meeting to present to membership on organization's work in community and ongoing opportunities for members to volunteer.

MEETINGS AND REPORTING

To accomplish these objectives, the JLP will follow up with the grantee to determine opportunities to collaborate throughout the calendar year and to review and ensure that each entity is in compliance with this memorandum of understanding.

DURATION

Upon signatures of the authorized individual(s) of the organizations, this memorandum will commence **April 1, 2019**, and shall remain in effect until **June 1, 2020**.

TERMINATION OR AMENDMENTS

This memorandum can be amended or verified through agreement by all partners and evidenced in writing and signed by the authorized individual(s) for each partner. A **30-day notice** is required for signed amendment to be in effect.

This memorandum may be terminated by either entity by notification in writing. A **30-day notice** is needed.

AUTHORIZED SIGNATURES

Signed,

Authorized representative for the **Junior League of Pittsburgh (JLP)**

DATE: _____

SIGNATURE	PRINT NAME	TITLE
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Authorized representative for **Community Grant partner [name]**

DATE: _____

SIGNATURE	PRINT NAME	TITLE
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