



Memo of Understanding

This Memo of Understanding is between the Southern Arizona Network for Down Syndrome and _____.

The Southern Arizona Network for Down Syndrome Board of Directors hereby agrees to approve a Grant for _____ in the amount of \$ _____. This Memorandum outlines the conditions and actions expected of all parties:

1. After any application has been approved, SANDS agrees to release the funds to the groups within 7 business days of the Grants' approval, assuming they hold a valid EIN Number and bank account in the groups' name.
2. _____ agrees to the use of this Grant solely for the purposes stated in the original application.
3. In the case where SANDS holds a groups' funds (as restricted funds), SANDS agrees to release funds directly to vendors/providers immediately upon written notice in the form of an invoice but only after the expense is first authorized by the groups Treasurer.
4. _____ agrees to acknowledge SANDS in contributing funds to their organization by using the SANDS logo on all event/program literature and reporting to its' members how much they received from SANDS as a Grant and how they are spending the monies via their monthly newsletter, email listserv, monthly meetings or any other form of regular communication used with members.
5. _____ agrees to include SANDS on all of their mailing list, whether it be newsletter and/or email listserv.
6. _____ will keep accurate financial records related to the use of SANDS Grants and agrees to submit quarterly expenditure reports if requested by the SANDS Board of Directors.
7. SANDS agrees to help publicize the groups' name, website, activities, programs and services within our literature, advertising, and website.
8. If receiving funds specifically from the Tucson Buddy Walk event, _____ agrees to participate in the planning and executing of the event.
9. If needed, SANDS agrees to provide a \$1 million general liability coverage to any of _____ events upon approval by the SANDS Board of Directors. _____ agrees that all activities associated to this event shall be subject to review and approval by the SANDS Board of Directors to assure that they meet SANDS' insurance policy requirements.
10. _____ agrees to the use of their group name by SANDS as recipients of this Grant.

Southern Arizona Network for Down Syndrome _____ Date: _____

(Group Name) _____ Date: _____