



COMMUNITY ENRICHMENT FOR KLICKITAT/SKAMANIA COUNTY

## **Memorandum of Understanding**

Community Enrichment for Klickitat County (CEKC) is a federally recognized, tax-exempt 501(c)3 non-profit corporation. Its mission is to enrich community services and engage in activities that strengthen the social and economic well being of Klickitat and Skamania County residents.

### 1.) Description of CEKC Project(s)

As a CEKC project you will provide any required forms to CEKC.

### 2.) Relationship

The Project will report to the CEKC board the status of their organization, any changes, and future plans. CEKC Project(s) will pay for event insurance coverage, if required.

### 3.) When requesting grant funding the following will apply:

- Projects will provide Application for Use of 501(c)3 with each new undertaking.
- CEKC and the Project have agreed to enter into a collaborative agreement in which CEKC will be the lead applicant.
- CEKC board must approve the grant application prior to submission. The Project will provide CEKC with a copy of the completed application.

### 4.) Roles and Responsibilities

It is hereby agreed, by and between CEKC and the Project to the following:

- CEKC will be responsible of filing IRS form 990 annually.
- CEKC will charge a 5% administrative fee for all grant and project funds managed or obtained using CEKC's EIN number.
- Project(s) will provide a six month activity report. Quarterly financial reports will also be provided per grant requirements. Other reporting may be required.
- Project's use of funds is restricted to charitable purposes in line with CEKC's mission statement and 501(c)3 eligibility requirements.

5. We, the undersigned have read and agree with this MOU.

By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
 CEKC Director Project Director

Non-discrimination Policy: CEKC does not discriminate against any person on the basis of race, color, national origin, disability, sex, age or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment. No person shall be excluded from participation in, or be denied the benefits of any service, or be subjected to discrimination because of race, color, nationality, religion, sex, age, disability, or sexual orientation.

5/10/17