

## **MEMORANDUM OF UNDERSTANDING For DreamMaker Projects**

This Memorandum of Understanding (MOU) is between The Ink People Center for the Arts, hereafter known as TIP, and \_\_\_\_\_ (hereafter known as Project).

### **History**

When Libby Maynard and Brenda Tuxford first started TIP, they spent a lot of time and energy learning about how to incorporate a nonprofit, how to gain IRS tax exempt status, and all the other things you need to know about administration, record keeping, fundraising, and management. As the years progressed, people came to them to find out how to start their own groups or run projects, and out of that need, The Ink People developed a system of fostering, training and support. This system gives people the structure and knowledge to decide whether they want to create a separate organization, remain in association with TIP, or close down their project gracefully without going through the legal agony of disincorporation.

### **Relationship to The Ink People**

This relationship is not a fiscal receivership nor is TIP an umbrella. The Project becomes a full-fledged project of TIP, just like the Brenda Tuxford Gallery or artist residencies. The Project receives extensive technical assistance, support and benefits from The Ink People's reputation. This association comes with rights and responsibilities.

### **Project Rights and Benefits**

The Ink People will assist the Project by providing complete bookkeeping services, administrative assistance, help with challenges encountered in planning, implementation and growth, and by sharing any appropriate lessons learned in TIP history since its founding in 1979.

**Services to Project include:**

#### Administrative:

- Complete financial record keeping
- Disbursement and deposit of funds
- Financial reports upon request
- Interim and final financial and narrative reports to funders
- Liability insurance coverage
- Reputation for accountability and successful project management since 1979
- Free use of meeting rooms and studios, if not in conflict with rentals or scheduled classes
- Centralized mail and phone message facility
- Use of computer center
- Free inclusion on Ink People program description webpage and brochure

#### Technical Assistance

- Help with organizing and developing funding
- Training in and assistance with grantwriting
- Assistance with problem solving
- Assistance with planning, implementation and evaluation

## Project Responsibilities

In order to derive maximum benefit from the association with The Ink People, there are certain project responsibilities, which will help expose the group to “real world” exigencies. They also make it possible for The Ink People to provide the best possible service. These include:

- All monies must be deposited with The Ink People and checks must be made payable to “Ink People,” not the Project’s name.
- Paying a 12.5% administrative fee applicable to all income, except taxes collected, or a 5% administrative fee for admissions for performances and events.
- Quarterly reports to the Board of Directors through the Executive Director.
- Request approval of grant applications from Board before applying.
- Coordinate fundraising appeals with DreamMaker Consultant Libby Maynard.
- Key members of Project’s core committee must join The Ink People as members.
- Include the phrase “a DreamMaker project of The Ink People” in all promotional materials, list The Ink People URL: [www.inkpeople.org](http://www.inkpeople.org), and use the Ink People, National Endowment for the Arts, and California Arts Council logos in all materials. When writing publicity or being interviewed, you must be sure to include “a DreamMaker project of The Ink People” and impress it upon the interviewer.
- Regular contact with the DreamMaker Consultant Libby Maynard. Phone: 707.445.0700 or email: [libby@inkpeople.org](mailto:libby@inkpeople.org).
- The Ink People reserve the right to claim negotiated royalties and copyright by mutual agreement with the producing artist(s).

TIP and Project understand that in order for this relationship to be as successful as possible, there must be clear and regular communication. Project will not make statements on behalf of TIP without express permission. Every effort will be made by Project to include reference to its relationship as a DreamMaker project of TIP in all public relations and printed, electronic or broadcast materials. Any possible problem situations will be reported to TIP as soon as possible.

This MOU is entered into on \_\_\_\_\_ by

\_\_\_\_\_  
Libby Maynard, Executive Director  
The Ink People Center for the Arts

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Print Name of Project Director

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, ZIP

Phone \_\_\_\_\_

Email: \_\_\_\_\_