

MEMORANDUM OF UNDERSTANDING

For DreamMaker Projects

This Memorandum of Understanding (MOU) is between The Ink People (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, get IRS tax exempt status, and all the other things you need to know about administration, record keeping, fundraising, and management. Over the years, 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, which gives projects 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 sometimes considered a fiscal receivership, but TIP is not an umbrella. The Project becomes a full-fledged project of TIP, just like the MARZ Project or galleries. 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, 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 promotional materials

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. The Project’s name should go on the MEMO line.
- Paying a 15% administrative fee applicable to all income, except taxes collected (starting 1/1/19).
- All crowdfunding campaigns must use the WeDid.It platform. Use of any other platform, such as Indiegogo or Kickstarter, will be charged administrative fees of 25%. Any other methods of fundraising are not affected by this.
- Semiannual reports to the Board of Directors through the Ink People staff.
- Request permission through program staff to apply for grant funding from the Board before applying.
- Coordinate fundraising appeals with DreamMaker Program staff.
- 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, 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 staff. Phone: 707.442.8413 or email inkers@inkpeople.org.
- The Ink People reserve the right to claim negotiated royalties 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.

Occasionally, TIP will need to update the terms of this MOU in order to make good use of new technologies, opportunities, or logistics, or as a requirement of our funders. DreamMakers will be notified before any changes take effect through their main contact by email and by phone. Changes will then take effect automatically, and an updated MOU will be added to the DM project’s file. It is important that your contact person and information be kept up to date.

This MOU is entered into on _____ by _____ Signature(s) of Project Director(s)

Libby Maynard, Executive Director, TIP

Signature of Project Director

Print Name of Project Director

Print Name of Project Director

Mailing Address

Mailing Address

City, State, ZIP

Phone:_____

Email

Phone:_____

Email:_____