



Memorandum of Understanding

*This Memorandum of Understanding is between the Green Action Fund and **Party**. The purpose of this document is to solidify the operational details, expectations, and qualifications for the specified project, or program funding. This document shall apply to fund applicant, individual stakeholders, and sponsor departments, or administrative units. Failure to meet the expectation of this document may result in a grant funding hold, revocation of grant funding, and possible denial of future Green Action Fund Applications.*

Project Name:

Approval Date:

TOTAL GAF Allocated Funds:

Equipment/Materials: \$

Labor: \$

Marketing: \$

Other: \$

Project Contingency: \$

Maintenance Contingency: \$

I. Visual Standards & Marketing:

- a. **Marketing:** The project applicant and sponsor organization agree to utilize the Green Action Fund logo and letter style on all marketing, educational materials, and outreach materials. This shall include visible Green Action Fund (GAF) Logos on all presentations, flyers, publications, banners, posters, social media posts associated with the funded project. Funding presentations, materials, or programming shall acknowledge the Green Action Fund at all public speaking events.
- b. **Permanent Fixture Signage:** Any construction, or permanent fixtures shall include Green Action Fund signage standards. This shall be provided by the Green Action Fund and shall meet architectural and visual standards of UCCS. For permanent fixtures Green Action Fund specified signage will be required for the life of the fixture, construction, or permanent feature.
- c. **GAF Promotion:** Sponsor, approvers, and applicant agree that the Green Action Fund shall have all rights to market and utilize materials associated with the project for the promotion of the fund. If hosting an event associated with the project the Green Action Fund shall be given the opportunity to table, or promote the Green Action Fund at the event, or program.

II. Required Grant Reporting:

- a. **Monthly Reporting:** All projects must submit a monthly report to the Green Action Fund during the project term. This shall be sent in a digital format to the Green Action Fund Grant Coordinator every 30 days and shall utilize the GAF monthly report form. Reports shall include each of the following:
 - i. Project progress over past 30 days.
 - ii. Updated itemized budget and spending report.
 - iii. Photos of project in progress.
 - iv. All marketing material, or promotional materials created/used.

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Project Team Leader Initials:_____ Project Staff or Faculty Sponsor Initials:_____

Green Action Fund Project Coordinator Initials:_____ Date:_____



- v. Records of involvement in project to include the number of students involved in project, number and type of event, tabling, etc.
- vi. The Green Action Fund Committee can request an in-person project report at any time after the start date of the project.
- b. **Expense Reports:** The Project Coordinator and Sponsor will be responsible for maintaining all funding records for the project. This will be done utilizing the Green Action Fund Expense spreadsheet. All expenditures must be reported by within 30 days preceding the date of the expense. This shall include a scanned copy of all receipts, invoices, and transaction records. All receipts shall be itemized and may not include tax. The Green Action Fund will not provide payment for expenditures made without a receipt. Liability for unrecorded expenditures will rest on the Project Sponsor and Project Coordinator.
- c. **Final Report:** Within 30 days of the completion of the project a Project Coordinator, or Project Sponsor(s) must provide the Green Action Fund Grant Coordinator with a completed formal Final Report. The final report template will be provided by the Green Action Fund Grant Coordinator. The Final Report shall include:
 - i. An executive summary of the project
 - ii. Photos of the project
 - iii. Marketing materials
 - iv. Final Expense Spreadsheet
 - v. Overall impact of the project
 - vi. And other criteria included in the final report template

III. Funding Guidelines:

- a. **Funding Expectations:** The project team shall follow all CU fiduciary policies, Green Action Fund Funding Guidelines and Procedures, and the terms of this MOU. The Green Action Fund shall not be responsible for failure to follow these policies and guidelines.
- b. **Expenditure of Funds:** The Green Action Fund will not authorize any expenditures of Green Action Funds until you are given a copy of the final signed MOU. All project expenditures must be made within two fiscal years of this MOU being finalized.
- c. **Limitations of Funding:** Funding may not be utilized for items, objects, materials, or expenditures that are not specified within your Green Action Fund Application. It is the Project Team Leader and Project Sponsors duty to account for all potential expenditures within their original application. Any unexpected expenses that arise from your project must be reported to the Green Action Fund Grant Coordinator for approval by the Green Action Fund Committee.
- d. **Project Contingency:** All projects approved by the Green Action Fund shall include a 10% contingency budget. This budget may not be utilized without the written consent of the Green Action Fund Grant Coordinator.
- e. **Maintenance Contingency:** All permanent fixtures and construction projects will carry a 2.5% contingency of the original project base budget for maintenance. This contingency will be limited to four years from the effective date of this MOU. It will be the determination of the Green Action Fund Grant Coordinator and Green Action Fund Staff



Advisor whether these funds may be utilized. This contingency will not cover neglect, damage produced through improper operation, or damage produced by an insurable event. This contingency is for permanent fixtures and construction and shall not include vehicles, or nonstationary equipment.

IV. Funded Equipment:

- a. **Continuity of Equipment:** Equipment, permanent fixtures, construction, or physical materials purchased utilizing GAF Funds must be incorporated into an existing university department, operational unit, or office. This sponsor organization must approve of the terms of this MOU and will be a signatory of this document. The existing university department, operation unit, or office shall be responsible for maintenance, protection, storage, and continued utilization of items purchased by the Green Action Fund following the original intent and stipulation of the Green Action Fund Project. This entity must provide a plan for, and commitment to provide upkeep costs, future upgrades, and replacement of equipment, or items from their units operating budget.
- b. **Disposal or Changes:** Disposal, sale, or repurposing of equipment or materials funded by the Green Action Fund is not permitted without the written consent of the Green Action Fund, as authorized by the funding committee. Within this authorization the Green Action Fund committee shall specify the method of disposal, sale, or repurposing of equipment following CU System policies and guidelines. GAF shall retain any proceeds from the sale of equipment funded by GAF unless otherwise specified by the GAF committee. The staff of the Green Action Fund shall maintain a record of equipment funded by GAF and may require an annual report on the status of equipment from the equipment sponsor organization.

V. Approval and Authorization:

- a. **Administrative Unit:** Any administrative unit, department, or program that may be impacted by a project must provide written consent for a project to proceed. This consent will be added as an addendum to this MOU. It is expected that a Project Team Leader maintain communication with all administrative units, departments, or programs that are impacted by a project through the planning and implementation phase of a project. A copy of a projects monthly report and final report will be sent to all project signatories.
- b. **University Standards:** All construction projects will be required to complete a Project Intake Form through Planning, Design, & Construction. The Green Action Fund Staff Advisor shall assist Project Team Leads in navigating internal work orders and construction requirements. All construction projects will be required to meet all University construction and design standards.

VI. Other Terms, Conditions, and Qualifications:

- a. Other conditions and qualifications are specified within the Project Award letter and/or discussed during Project Kickoff Meeting have been provided here:



VII. Anticipated Project Start Date: __/__/____ & Completion Date: __/__/____

VIII. **Proposer(s)**

Name:

Title/Affiliation:

Contact Info:

Signatures

Project Team Leader

Project Staff or Faculty Sponsor

GAF Project Coordinator

(Print Name)

(Print Name)

(Print Name)

(Signature)

(Signature)

(Signature)

Vice Chancellor/Provost

Sponsoring Department Head

GAF Advisor

(Print Name)

(Print Name)

(Print Name)

(Signature)

(Signature)

(Signature)