

# 2018 NONPROFIT MANAGEMENT COHORT MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into by and between Potlatch Fund, \_\_\_\_\_, a grantee of Potlatch Fund (Grantee), and \_\_\_\_\_, a representative of the Grantee who will participate in the 2018 Nonprofit Management Cohort.

## Purpose.

The purpose of this MOA is to ensure that all parties are committed to building capacity of the Grantee as a cohort member.

The nonprofit management trainings focus on key performance indicators of a healthy nonprofit: Governance, Planning, Finance, and Fundraising. All of these topics will be taught in a Native-led nonprofit context through our workbook series

Potlatch Fund’s Nonprofit Management training program includes Organizational Development, Mission Management, Finance Management, Fundraising, and Community Communication. Each of the trainings are given in workshop formats and include a workbook with activities and assignments. An important aspect of the cohort model and an intention of this program is peer knowledge sharing and developing or strengthening relationships with other nonprofits.

## Potlatch Fund Obligations, Roles, and Responsibilities.

Potlatch Fund agrees to:

Responsibility/Activity	Responsible Person
Identify eligible Grantees for cohort training program and contact Grantees in regard to interest in participating.	Capacity Building Program staff
Provide travel expenses for each of the two Convenings: registration, six meals (three breakfasts and three lunches), roundtrip travel to convening location (airfare/mileage and transportation between airport and convening venue), and four nights lodging.	Capacity Building Program staff
Provide up to 75 hours of direct training as per schedule given in 2018 Cohort Handbook.	Capacity Building Program staff and/or contracted consultants
Provide toll free phone numbers and webinar access for web-based trainings at no cost to participants.	Capacity Building Program staff
Provide 1 composition notebook, 1 pen/pencil for convening participant; all written materials in PDF on a flash drive at conclusion of cohort.	
Provide 10 hours of individual technical assistance (1 hour/month) by phone as scheduled between Potlatch Fund staff and participant and 1 hour of in person at convening.	Capacity Building Program staff
Provide toll free conference phone number at no cost to participant.	Capacity Building Program staff
Provide access to evaluation forms for the Grantee Organization and the Participant to fill out.	Capacity Building Program staff

Provide a report to the grantee organization and participant in regard to the evaluations analysis.	Capacity Building Program staff
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**Grantee Organization Obligations, Roles, and Responsibilities.**

\_\_\_\_\_ (Grantee Organization Executive Director/ Tribal Department Head) agrees to:

<b>Responsibility/Activity</b>	<b>Responsible Person</b>
Identify one person to represent the Grantee as a member of the cohort training program and provide the name and contact information to Potlatch Fund.	Executive Director or Tribal Department Head
1 <sup>st</sup> Participant pay Cohort Fee of \$250 up front or in payments as scheduled: \$50: no later than August 25, 2018 \$50: no later than September 29, 2018 \$50: no later than October 31, 2018 \$50: no later than November 30, 2018 \$50: no later than December 29, 2018	Executive Director or Tribal Department Head
Provide travel expenses for each of the two convenings not covered by Potlatch Fund.	Executive Director or Tribal Department Head
Provide cohort costs for each additional personnel to participate in cohort either up front or in monthly payments. Cohort fee: \$625 \$125: no later than August 25, 2018 \$125: no later than September 29, 2018 \$125: no later than October 31, 2018 \$125: no later than November 30, 2018 \$125: no later than December 29, 2018 Travel expenses associated with the each of the two convenings (registration, transportation, lodging, and per diem).	Executive Director or Tribal Department Head
Encourage and support participant to complete at least 75% of direct training hours offered as per schedule.	Executive Director or Tribal Department Head
Encourage and support participant to complete at least 75% of individual technical assistance offered as per schedule.	Executive Director or Tribal Department Head
Complete all evaluation forms applicable to Organization and submit to Potlatch Fund by dates requested.	Executive Director or Tribal Department Head

**Grantee Representative/Participant Obligations, Roles, and Responsibilities.**

\_\_\_\_\_ (Grantee Representative/Participant) agrees to:



## TRAVELER PROFILE FOR POTLATCH FUND 2018 COHORTS

<i>Personal Information</i>	
<b>Name (as printed on driver's license or official identification)</b>	
<b>Birthdate (as printed on driver's license or official identification)</b>	
<b>E-mail address</b>	
<b>Business phone</b>	
<b>Work Cell phone</b>	
<b>Home phone</b>	
<b>Cell phone (contact while you are traveling)</b>	
<b>Location address (for mileage reimbursement)</b>	
<b>Mailing address (if different from location address)</b>	
<b>Home Airport</b>	
<i>TSA prev (if available)</i>	
<b>Known traveler number</b>	
<b>Expiration date</b>	
<i>Frequent Flyer Programs (if applicable)</i>	
<b>Program name</b>	
<b>Account number</b>	
<b>Program name</b>	
<b>Account number</b>	
<i>Airplane Travel Preferences</i>	
<b>Position (e.g., aisle, window, center)</b>	
<b>Location (e.g., forward, rear, wing, exit row, bulkhead, right, left)</b>	
<b>Meal (if available) (e.g., no preference, vegetarian, kosher)</b>	
<i>Hotel Programs (if applicable)</i>	
<b>Hotel name</b>	
<b>Guest number</b>	
<b>Hotel name</b>	
<b>Guest number</b>	
<i>Hotel Room Preferences</i>	
<b>Floor preference (e.g., ground floor)</b>	
<b>Special requests (e.g., refrigerator)</b>	
<i>Dietary restrictions</i>	
<b>Food allergies or avoidances (e.g., peanuts, dairy, gluten)</b>	
<b>Food preferences (e.g. vegetarian, vegan, kosher)</b>	