



Vital Pathways
PO Box 1437
Houlton, ME 04730

Memorandum of Agreement

Vital Pathways Fiscal Agent Agreement Form

Filing Date: _____ To be reviewed on: _____

Purpose: To establish a cooperative agreement between Vital Pathways and

_____ (hereinafter referred to as "the organization").

Address: _____

Phone: _____ Email: _____

List two members responsible for requesting funds:

The organization is a dedicated community action group whose purpose is to:

The organization serves as a community outreach function and expects to seek grants and/or donations to assist its activities. The organization does not presently have an IRS 501(c)3 designation. Administrative fees associated with this agreement and the described activities will be 5% of all funds raised for the project.

_____ Initials of organizations representative

Vital Pathways agrees to serve as fiscal agent for the organization to enable that organization to apply for and receive grant funding and/or donations, providing that the goals of the organization continue to fall within the scope of the Vital Pathways mission.

The organization agrees to utilize funding received for the project for the purpose stated and that all grant funds received via Vital Pathways 501(c)3 status be used for the purpose stated in the grant application. All grant funds received will be incorporated into this Memorandum of Agreement. The organization agrees to advise Vital Pathways immediately if this purpose changes or if it should materially change its mission.

The organization agrees to file a year end financial report and narrative describing activities and expenditures associated with the funding for which Vital Pathways serves as fiscal agent. Such reports will be provided to the Vital Pathways board twelve months from the date of this agreement. The organization further agrees to update contact information listed above.

Vital Pathways, at its sole discretion, may terminate this agreement due to the improper use of funding or an unacceptable change in the organization's purpose. In the case of the termination of this agreement or dissolution of the organization, any unexpended funds held by Vital Pathways will be transferred to the Vital Pathways operating fund or be used at Vital Pathways discretion.

At the completion of the project, if the organization is not dissolved, any unexpended funds will be held by Vital Pathways for one year for future use by the organization. After one year all remaining unused funds will be transferred to the operating fund and be used at Vital Pathways discretion. If the organization is able to set up their own 501(c)3 within that year, then funds will be transferred to their account. A transfer and account closure fee of 2% will be charged on all remaining funds.

The organization assumes all risks and responsibilities for events beyond the control of Vital Pathways. This memorandum will remain in force for the duration of the project and/or for as long as there are unexpended funds left in the project account.

Organization Representative

Date

Vital Pathways Officer

Date