 **Environment Council of Rhode Island Education Fund**

**Memorandum of understanding between ECRI Ed Fund and the Sustainable Communities Initiative**

The ECRI Education Fund (Ed Fund) and Sustainable Communities Initiative (SCI) enter into this agreement allowing ECRI Ed Fund to serve as the fiscal agent for any grants and donations given to SCI. SCI’s mission is is to catalyze positive social, environmental, and economic change, locally and nationally, through the facilitation of voluntary citizen learning, research, and action.

The SCI will be responsible for all of the work related to any grants it receives. The Ed Fund will charge a fiscal agent fee of 5% on any grants and donations that it receives on behalf of SCI to cover administrative services.

SCI agrees to keep full financial records/receipts for each grant and donations it receives and report this to the Ed Fund in timely fashion. The Ed Fund agrees to keep full and segregated records for all income and expenditures for the project. SCI agrees to produce all reports required by its granting organizations and send these and other required reports to Ed Fund in timely fashion so that the Ed Fund can review and sign off on all appropriate documents.

SCI will contract with principle people implementing the grants and directly oversee these contractors. ECRI Ed Fund will pay the contractors directly after it is invoiced by SCI. ECRI Ed Fund will require a w-9 from the contractors and file other IRS paperwork for contractors. Ed Fund will pay other expenses within the scope of the grant after being invoiced by SCI.

Meg Kerr, President of the ED Fund and Greg Gerritt, Administrative Assistant for the Ed Fund shall be the contacts for the Ed Fund for any work related to this grant and fiscal agency. Jed Greenberg shall be the contact for SCI and for all activity related to these grants.



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Meg Kerr ECRI Ed Fund Jed Greenberg, SCI

Date \_\_\_\_\_\_\_\_\_\_\_\_9-14-11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_