

**Memorandum of Understanding between the *Funder's Name* and *Contractor's Name* in the amount of \$50,000 for the term: January 1, 2004-June 30, 2004**

*Services Provided:* Contractor's Name hereinafter referred to, as the "Project" will integrate the community capacity building process into its organizational goals to address a tobacco control issue. The funder of this contract is Funder's Name and will authorize all payment requests and act as coordinator and liaison with the project.

1. The approved workplan, budget, and budget justification will become Attachment A of this MOU. The workplan reflects the timeline for the project and may be revised pending approval by the TFP. The budget may be revised or augmented pending availability of funds and approval by the TFP.
2. Submit monthly invoices with backup documentation by the fifth of the month for approval and submission for payment. Invoice and timesheets are included in Attachment B. Invoices will be in accordance with the approved budget and will include the time sheet that reports the time spent on the project by staff funded through the grant. Invoices will be held if deliverables are not completed by the deadline indicated on the attached invoice. Deadlines may be extended with approval. Extension requests must be submitted in writing at least one (1) month prior to the deadline. Budgets may also be revised with approval. Budget revision requests must be submitted in one (1) month prior to submission of an invoice with the revision amounts. The revision request must follow the procedures outlined in Attachment C.
3. The Project will implement the Community Action Model that includes, but is not limited to:
  - a. Recruiting and training 5-8 interns and advocates to implement the community action model.
  - b. Intern and advocates with agency staff will design and conduct approved diagnosis plan to gather information on *specify issue* in the community.
  - c. Intern and advocates will analyze diagnosis and choose an action that meets the three criteria and submit action plan for approval.
  - d. Conduct follow-up with entity that adopts action to ensure implementation of the action.
4. On-going responsibilities include, but are not limited to:
  - a. Meet with Agency staff on monthly basis.
  - b. Attendance at monthly Provider Advocacy Group meetings and trainings as planned.
  - c. Attendance at Coalition meetings
  - d. Submission of final progress report to the Tobacco Free Project.

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Date: \_\_\_\_\_

Director, Funding Agency

\_\_\_\_\_

Date: \_\_\_\_\_

Director  
Contracting Agency