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Memorandum of Understanding

Between
Sustainable Food Center (SFC)
and
North Shoal Creek Community Garden
January 1, 2017 - December 31, 2017

**This document is not intended to imply individual liability of the Garden Liaison; instead, the intention is that the Garden Liaison signs as a representative of his or her community garden.*

Sustainable Food Center agrees to:

- Provide all services as described in "SFC Sponsorship Guidelines for Community Gardens" document (attached).

North Shoal Creek Community Garden members opt to receive the following services offered by SFC:

- Have SFC provide liability insurance for the garden, at no charge to the members
- Hold and manage restricted funds generated through grants and donations (If this is the only component chosen, SFC will manage funds from any grants that require 501(c)3 sponsorship. If this component is chosen in conjunction with #1, SFC will also hold funds from other grants and donations.)

Sarah Brandon, North Shoal Creek Community Garden Liaison, agrees to on behalf of North Shoal Creek Community Garden members:

- Abide by the protocol outlined in "SFC Sponsorship Guidelines for Community Gardens" document.
- Following the protocol outlined in "SFC Sponsorship Guidelines for Community Gardens" (Garden Utility Fees section), furnish a utility fee to the SFC Finance Director by a specific date and of a dollar amount to be determined and submitted as an addendum to this agreement, which will cover utility costs for the garden starting on the execution date of this addendum agreement.
- Abide by SFC's commitment to providing appropriate assistance where possible without regard to race, religion, ethnic group, political belief, or sex.
- Ensure that all community garden participants sign the attached liability waiver, which should be incorporated into the community garden's contract or member agreement.
- Acknowledge SFC as a sponsor on the community garden's public outreach materials (e.g., website, event flyers, or garden newsletter).
- When applying for grants under SFC, budget a 10% for indirect costs to cover SFC administrative costs, and agree that if no indirect costs are awarded, SFC will retain 5% of the awarded amount to cover administrative costs.

Ronda Rutledge
Executive Director
Sustainable Food Center

Sarah Brandon
Garden Liaison
North Shoal Creek Community Garden