

# Bridging AZ Furniture Bank

## Memorandum of Understanding

### 1) Collaboration:

Bridging AZ Furniture Bank, Inc. (“Bridging”) and \_\_\_\_\_ (“Agency”) agree to collaborate to supply basic furniture to Agency-qualified clients. For the purpose of this agreement Agency is defined as name listed on 501(c)(3) or organizing document.

### 2) Qualifications:

Agency agrees to identify clients in need of basic furniture. Agencies will have program(s) that promote self sufficiency, and address the underlying cause of client’s current situation.

- Agency must be a 501(c)(3) or health care or government agency.
- Provide a minimum three months support to their clients.
- A Bridging representative will conduct an annual site visit to the Agency.

### 3) Responsibilities:

- Agency will submit signed MOU, Application for Collaboration, and 501(c)(3) documentation to Bridging.
- Agency appoints 1(one) staff member as Bridging Liaison to be the main contact person who’s primary responsibility is to schedule appointments, ensure paperwork is in order and answer Agency staff questions.
- Agency responsibilities include: identifying, qualifying and further supporting clients with the tools necessary to help the client achieve self sufficiency.
- Agency agrees to conduct a home visit to verify need.
- Bridging will make available up to 4 (four) appointments per year (one per quarter) at no charge to Agency. Based on availability, Bridging will provide 1 bed, 1 dresser, 1 kitchen table & chairs, 1 sofa or loveseat, and 1 nightstand, coffee or side table.
- Bridging Liaison ensure a case manager will be present during the entire process of selecting and accepting furniture.

### 4) Appointments:

- Agencies with a current approved MOU are allotted one free appointment slot per quarter.
- Appointment slots must be used during the quarter and shall not be carried over (use or lose).
- All appointments are scheduled online by Bridging Liaison.
- Agency will receive one password to schedule appointments.
- Bridging Liaison will complete and submit all required paperwork at time of scheduling.
- Additional appointments will be available through collaborative fundraising activities (see section 9).

### 5) Fees:

- All fees must be paid electronically or by agency check, or money order.
- Annual certification fee based on calendar year January 1 to December 31 (2010 = \$100).

### 6) Billing:

Bridging prefers payment in advance or at time of service. If invoicing is needed, please contact Bridging for separate agreement.

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## 7) Agency Donations:

Agency agrees: Donations of furniture that Agency has no immediate need for will be directed to Bridging.

## 8) Communications:

- Internal: Quarterly, Agency will update staff on procedures to make appointments for Bridging's services (Include: Bridging Liaisons contact information).
- External: Annually, Agency will provide a letter or feature article about a Bridging success story for publication in external newsletter and/or website.
- Bridging and Agency have permission to place a link on mutual websites for informational purposes.

## 9) Fund Development:

If Agency includes Bridging's services as an expense in a proposal for funding, Agency agrees to send a copy of the proposal to Bridging within 30 days of submittal. If Bridging and Agency choose to co-write proposals or conduct any collaborative fundraising activity, agreement will be addressed in separate document.

## 10) Cancellation:

This agreement may be canceled or suspended at any time, for any cause providing either party gives 30 day written notice.

## 11) Addendums/Changes:

Bridging reserves the right to revise forms, policies or procedures. We will notify the Bridging Liaison as stated on Agency Application of such changes via email.

Please enclose with this MOU: Completed original Application for Collaboration signed by Executive Director, CEO/President, or authorized signer and copy of 501(c)(3). Only originals will be accepted.

Agency \_\_\_\_\_

Signature of Executive Director or CEO/President \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Bridging Accepted \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_