



Give BIG Green Bay 2021
Nonprofit Memorandum of Understanding

Whereas, the Greater Green Bay Community Foundation is conducting Give BIG Green Bay on behalf of eligible nonprofits in Brown County; and

Whereas, _____, a nonprofit organization, desires to be considered for participation and, if selected, will collaborate as a benefiting partner in Give BIG Green Bay; and

Whereas, the Greater Green Bay Community Foundation herein desires to enter into a Memorandum of Understanding with the nonprofit organization setting forth the services or duties to be provided by the collaborative,

Now, therefore, it is hereby agreed by and between the partners as follows:

**** Please initial by each statement as confirmation of your acceptance ****

___ I understand my organization is encouraged to focus the majority of its overall marketing efforts in the two weeks leading up to the campaign to create a sense of excitement among donors, media partners and fellow nonprofits.

___ I confirm my organization will add the www.giveBIGgreenbay.org link to the landing page of our website.

___ I understand my organization and its staff, board of directors and volunteers should use social media to help promote Give BIG Green Bay during the 24-hour event.

___ I understand the Greater Green Bay Community Foundation is not responsible for the amount of money that may or may not be contributed to my organization during the 24-hour event. I understand donors must choose the nonprofit they are giving to when making the online gift and that the Community Foundation has no control over this decision.

___ I understand only donations made to my organization during the 24-hour period will count toward the match distribution.

___ I understand if I am asked to participate in an interview with any media outlet I am to be a spokesperson on behalf of all nonprofits participating in Give BIG Green Bay.

___ I understand my organization will receive all monies designated to my organization, minus a transaction fee of 3% charged by GiveGab and credit card processing fees of 2.2% plus \$0.30, within 60 days of the event via a check.

___ I understand match dollars will be calculated based on the percentage of funds raised by each organization against the total event result. The Foundation reserves the right to cap any match dollars based on a disproportionate final result.

___ I understand www.giveBIGgreenbay.org is an online platform that will safely process all contributions made during the event and that, following the event, I am to log into www.giveBIGgreenbay.org to obtain the list of all donors who designated my nonprofit during the event.

___ I understand my organization, if selected, is responsible for completing a registration profile at www.giveBIGgreenbay.org.

___ I understand my organization, if selected, is responsible for completing a post-event evaluation before receiving the donations raised from the 24-hour event.

___ I understand my organization, if selected, may also be asked in the year that follows to report back on how funds raised and matched are utilized by my organization.

___ I understand the grant is unrestricted but must be used within the scope and mission of my organization. Misuse of funds may result in loss of eligibility in future giving days.

Please print and sign name below:

Sign name

Print name

Organization

Date

