

STANTON FOUNDATION

Memorandum of Understanding (MOU)

This document is a memorandum of understanding describing the agreements between the Stanton Foundation (“the Foundation”), [REDACTED] (“the Faculty Member”), and [REDACTED] (“the Institution”) for support of the development of a new ‘Applied History’ course titled “[REDACTED]” (“the Course”). The Course will initially be taught during the [REDACTED] term.

1. *General Understandings*

As part of its mission to encourage the development of a more informed citizenry, the Foundation provides grants for the development of new and innovative courses that will help students apply the lessons of history to major policy issues that they will encounter repeatedly throughout their lifetimes. The parties agree that the Course is intended to help in such applications.

2. *Grant Period*

The grant period shall begin upon execution of this MOU and end [REDACTED] (“the Grant Period”).

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3. Faculty Member Responsibilities

The Faculty Member shall:

- Contribute his time towards developing the Course as described in proposal materials submitted to the Foundation on ;
- Commit to offering the Course at least three times, provided that offering the Course is justified by student enrollment and evaluations; and
- Provide reports to the Foundation on the following schedule:
 1. By **November 15, 2020**: Submit a status report detailing the progress of the Course's development to the Foundation. This report should include: (a) any updates to planned initial offering, (b) if available, estimated student enrollment, and (c) if available, copies of completed materials (e.g., draft syllabus or Course outline, reading list);
 2. By **June 30, 2021 (and annually for subsequent two years)**: Provide a year-end report that includes: (a) information on initial and final student enrollment, (b) a copy of the final Course syllabus, (c) a copy of the final exam (if provision of

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such is consistent with University policies), (d) summary data from student evaluations, (e) the Faculty Member's own evaluations of the teaching experience, and (f) a course catalog description of the Course.

4. Institution Responsibilities

The Institution shall:

- Prior to receiving funding, provide the Foundation with either the correct payee information (to appear on the check) or wire transfer instructions, and identify a point of contact to which the Foundation can direct any questions regarding grant administration, finances and/or reporting ("Administrative Contact"). Contact information should include a name, phone number, physical address, and email address;
- Provide administrative support for payment of materials relating to the Course as properly documented by the Faculty Member; and
- Provide reports to the Foundation on the following schedule:

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1. By **November 15, 2020**: Provide an interim report detailing incurred expenses against the grant relative to the accepted budget (Attachment A); and
2. By **July 15, 2021 (and annually until grant funds are depleted)**: Provide a report on expenses incurred against the grant relative to the accepted budget. This report should be provided no more than 45 days following the completion of the Course.

5. *Stanton Foundation Responsibilities*

The Foundation shall:

- Provide funding in the amount of \$ to cover the costs associated with developing the Course. Spending should be consistent with the accepted budget (Attachment A). In the event that significant variations from this budget are anticipated, the Foundation should be notified. Funding will be provided no later than July 31, 2020, provided that the Foundation has received the required Administrative Contact information; and

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- Review all reports received from the Faculty Member and the Institution and promptly provide any feedback.

6. *Other Understandings*

- Prior to any change in budgeted compensation or any reallocation of funds from any line item in the budget, the Faculty Member must obtain written permission of the Foundation;
- Upon prior written notice to [REDACTED] not more than once in a fiscal year, the Foundation shall have the right to conduct an audit, at Stanton Foundation's cost; such audit to be conducted by a CPA of the Foundation's choosing who will have access, during normal business hours of [REDACTED] and on reasonable advance notice, to the applicable books and records of [REDACTED] as may be reasonably necessary to verify the accuracy of the expenses reported in each budget category and the identity of the recipients (including individuals and vendors) of any payments made for this project;
- The Foundation does not, as a matter of policy, issue press releases or otherwise publicize its grants. Should the Institution wish to do so,

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the Foundation asks that it be provided an opportunity to review any materials concerning Frank Stanton or the Foundation for factual accuracy;

- The Foundation may, at its discretion, post the Course syllabus and selected other materials on its website;
- The Foundation may, from time to time, host conferences on topics relating to applied history and civic education, to which the Faculty Member may be invited to attend at the Foundation's expense; and
- The Institution will return a signed copy of this MOU to the Foundation no later than June 15, 2020. Upon receipt of a signed copy of this MOU, the Foundation will provide a fully executed MOU to the Institution within ten business days.

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Accepted by (Faculty Member)

Signature

Date

Accepted on behalf of (Institution)

Signature

Title

Date

Accepted on behalf of the Stanton Foundation

Signature

Date

Signature

Date

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Attachment A

APPROVED BUDGET WOULD BE SHOWN HERE