



Memorandum of Understanding
Between Commonwealth Center for Fathers and Families (CCFF)
And **Mercer County Intermediate School FRC**

Introduction

Based on the successfully submitted proposal, CCFF is excited and honored to award **Mercer County Intermediate School FRC \$5,000** for the purposes outlined in the associated proposal. Fund disbursement is outlined below.

I. Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the services outlined in the Spring 2025 Mini-Grants Request for Proposals in support of positive engagement of fathers and families throughout the state of Kentucky.

II. Commonwealth Center for Fathers and Families shall undertake the following activities:

- Monitor and Ensure compliance to original sources of funding by the Cabinet for Health and Family Services (contract # PON2 736 2400001680)
- Accept referrals of fathers and father figures for KYDADs and other CCFF opportunities.
- Provide a high resolution CCFF logo and other materials for marketing purposes.
- Provide technical support to grantee through the project completion.
- Monitor and receive all project documents and reports

III. Mercer County Intermediate School FRC shall undertake the following activities:

- **Provide proof of non-profit status via a copy of one of the following documents:**
 - **IRS Determination Letter**
 - **IRS Form 990**
 - **Tax-Free EIN with Organization Name**
- Make appropriate referrals of fathers and father figures to the KYDAD Academy and the Fatherhood Symposiums.
- Use funds received for the purposes outlined in the project proposal.
- Provide demographic data of fathers and participants of events/programs
- Clearly display CCFF partnership representation at events and activities as appropriate.
- Ensure all appropriate waivers are signed by any participants receiving stipends/incentives.
- CCFF reserves the right to request proof of accurate fund usage at any time.

IV. Grant Fund Distribution

- CCFF will distribute the award amount upon receipt of all applicable documents including a W9 from the official fiscal agent/agency.
- A disbursement request and justification with a timeline of the proposed project/event will be required to release the second half of the granted funds.
- This agreement does not include the reimbursement of funds between the two parties for expenses incurred beyond the scope of the proposal.

V. Commencing on May 01, 2025, the agreement shall remain in effect through December 31, 2025, pending the final project report.

Tyler Moore, Project Oversight
Commonwealth Center for Fathers & Families

Name, Role/Title
Organization

Date

Date