Ignite: Engaging Coaching for Humanity and the Planet

Memorandum of Understanding

(Ignite Initiative Name)

and

(Partnering Organization Name)

This Memorandum of Understanding describes the responsibility and expectations between *Ignite Partner* (Lead organization) and *Community Organization Partner* (Partnering Organization), regarding the spirit of partnership and cooperation which works to build capacity within *Community Organization Partners*, to accelerate and amplify social impact through coaching. This partnership will include pro bono\* coaching services that are no more than 10 sessions per employee, not lasting more than 6 months.

\*Pro bono is defined as “for the public good,” meaning our projects range from those without charge to those with at a reduced rate. The definition for this initiative as agreed to by both parties is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsibilities and Expectations**:

For the Ignite: Engaging Coaching for Humanity and the Planet initiative, *Ignite Partner \_\_\_\_\_\_\_\_\_* serves as the “lead organization”. As the lead organization, *Ignite Partner \_\_\_\_\_\_\_\_\_\_\_\_\_* is responsible for the following:

* Maintaining and implementing the pro bono coaching program.
* Providing ICF Credentialed Coaches for the pro bono coaching program to serve *Community Organization Partner*.
* Reporting the results of partnership accomplishments to the ICF Foundation through determined measurements.

Under this Agreement, *Community Partner Organization*, agrees to:

* Share relevant information, resources, and data with the *Ignite Partner* and the ICF Foundation.
* Actively participate in the pro bono coaching sessions and evaluations.
* Provide a point of contact to work with the *Ignite Partner* for matters related to facilitating and liaising.

**Time period**

This agreement covers from XX/XX/20XX thru XX/XX/20XX. If the program is extended for any period of time, an agreed modification will be signed by the two parties.

**Termination**

*Ignite Partner* may terminate this agreement, in whole or in part, with or without cause, if the terms and conditions of the present MoU are not met. The parties have a right to terminate the MoU by giving a one-month notice in writing with no responsibilities or obligation, neither work nor financially, immediately or extended.

**Communication**

Partner Organization grants *Ignite Partner*, ICF Foundation and ICF Global to use their organization name/title in publicity for the Ignite Initiative, including but not limited to, website, social media, press releases, white paper reports.

The present MoU shall come into action upon signature. It shall remain valid until the parties have fulfilled all their mutual obligations hereunder or terminated in written above.

Signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in two original copies in English language, one copy for each party.

For *ICF Partner*: For *Community Partner Organization*:

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Ignite Project Manager Organization Executive Director

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Ignite Partner Group Name (Print) Organization (Print)