

Memorandum of Understanding

*Found in Faith Ministries
and*

Partnering Organization

For Application to the Fresh Start Furniture Program

This Memorandum of Understanding (MOU) establishes a referral partnership between Found in Faith Ministries (FiFM) and _____.

I. MISSION

The mission of the Fresh Start Furniture Program (FSFP) at FiFM is to: *Transform Empty Houses into Homes* by providing quality, donated furniture and home goods at no cost to those in need.

The mission of _____ is to:

_____.

Together, the Parties enter into this MOU to mutually promote increased housing stability, independence, and personal growth in the clients we serve.

Accordingly, FiFM and _____, operating under this MOU, agree as follows:

II. PURPOSE AND SCOPE

The intended results and/or effects of this collaboration are to increase our clients' housing stability by supplying the basic household items necessary to reduce daily stress and promote overall wellbeing and maximum self-sufficiency. This partnership collectively benefits our organizations by advancing our individual missions and multiplies our impact in the community. Our target population are those actively served by the referring organization and those who meet qualifying criteria including financial need. Our clients benefit from this partnership by eliminating an unnecessary barrier to self-sufficiency resulting in an increased level of independence and decreased level of fiscal burden and stress. Clients also avoid the financial pitfalls of furniture rental stores or high-interest finance loans. Each organization of this MOU is responsible for its own expenses related to the MOU. There will not be an exchange of funds between the parties for tasks associated with this MOU.

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Found in Faith Ministries

Primary: Evelyn McSorley, Program Director. 443-519-2464 ext. 6

Secondary: Alicia Hamilton, Founder & Chairman. 443-519-2464 ext. 8

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Partnering Organization

Primary: _____
Name Title Phone

Secondary: _____
Name Title Phone

The organizations agree to the following tasks for this MOU:

(Agreements unique to a specific partnership can be added to the addendum found on page 4).

Found in Faith Ministries agrees to:

- Review and respond to client referrals as expediently as possible.
- Schedule client appointments in the minimum amount of time necessary based on needs, inventory at the time of request, and volunteer availability.
- Follow-up with the partner agency after three unsuccessful attempts to reach the referred client regarding status of referral.
- Place client on wait-list for items not available at time of request.
- Honor clients by treating them with dignity and respect, engaging in conversation, and offering referrals to other helpful resources.
- Be transparent with clients and community partners regarding our ability to fulfill requests.
- Consider and agree to all reasonable requests made by partner agency regarding service or marketing inquiries.
- Supply reporting requests in a timely manner
- List partner organization on our community partners page with link

_____ agrees to:

Partner Organization

- Help FiFM to identify those truly in need of our FSFP.
- Review the referral form and complete for thoroughness to the best of your ability.
- Provide up-to-date information on client's status regarding the referral should we be unable to contact them.
- Assist clients to the best of your ability with transportation of requested items. (Our wait list for delivery is often 3-6 weeks. Clients who are able to transport their own furniture can usually be served within 1-2 weeks.)
- Communicate with Program Director Evelyn McSorley regarding any unique needs that pertain to your client.
- Prepare clients for their visit by:
 - Explaining the purpose of our program which is to provide the highest quality, ***donated*** items possible to furnish their home until they are able to purchase items on their own. The word *donated* is emphasized to ensure clients understand that

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FoundinfaithMD.org | info@foundinfaithmd.org

Found in Faith Ministries is a 501(c)3 tax-exempt nonprofit organization | ID# 81-1718801

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they will be receiving gently used furniture and home goods that may show some signs of wear but meets IRS standards of “good or better condition.”

- Encouraging those arranging their own transportation to secure a vehicle large enough to transport all requested items in one load on set appointment date. Due to our limited inventory and waiting list, we are unable to hold or reserve items.
- Coming prepared on their appointment date with supplies necessary to secure items such as rope, bungee cords etc. ***and the manpower to load.*** Our showroom is staffed by volunteers who are not always capable of handling large or heavy items.
- All services are provided by appointment only and clients may only receive what has been requested on the referral. If the client finds they are in need of other items during their visit, they must submit a new referral through one of our partner agencies. To see a list of more frequently asked questions, please visit <https://www.foundinfaithmd.org/about-us/faqs/>.
- List FiFM as a community partner when applicable (ie. on website, grant reporting etc).
- Help us to improve the effectiveness and quality of the FSFP by providing timely and direct feedback as needed or at the request of the FiFM Board. Requested feedback will be sought on an annual basis during the time of MOU review.

Together our organizations agree too:

- Work together to support and advance the purpose of our MOU and our independent missions.
- Be transparent in the sharing of data needed for grant-reporting etc. in regards to the partnership.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of three years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Found in Faith Ministries:

Name *Title* *Date*

Partnering organization:

Name *Title* *Date*

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General Contact Information:

Mailing Address:

Email:

Phone:

Website:

Services Provided:

**Please submit your signed MOU along with your LOGO (.jpg, .gif, .png, .pdf) to Alicia Hamilton at alicia@foundinfaithmd.org. At that time, you will receive an “agency code” for the online referral form and brief referral instructions to be dispersed to agency staff.*

Partnership Addendum:
