

## Letter of Mutual Understanding

**Whereas:** Creative Initiatives Foundation Limited (CIF) exists to promote the creative initiative of individuals and groups and encourage the use of socially responsible business practices to help meet community needs; and,

**Whereas:** CIF is willing to provide grants to enable non-profit organisations to use a business consultant to facilitate a Creative Initiatives Workshop; and

**Whereas:** \_\_\_\_\_ (Name of Associate) is a professional business consulting firm that is dedicated to building the capacity of non-profit organisations in Hong Kong; and,

**Whereas:** \_\_\_\_\_ (Name of nonprofit organisation) is a registered non-profit organisation that desires to improve its creative initiative, efficiency and effectiveness so that it can better carry out its mission in Hong Kong;

**Therefore:** the Parties mutually agree to join together for the purpose of enabling the non-profit organisation to participate in a Creative Initiatives Workshop, as follows:

1. CIF agrees to provide a Creative Initiative workshop grant on the conditions set forth on Page 2: Creative Initiatives Foundation's Responsibilities.
2. \_\_\_\_\_ (Name of Associate) agrees to facilitate the Creative Initiatives workshop-centred process according to the guidelines set forth in Page 3: Associate's Responsibilities and the CIF Associate Handbook.
3. \_\_\_\_\_ (Name of nonprofit organisation) agrees to participate in the workshop according to the guidelines set forth in Page 4: Organisation's Responsibilities.

By signing this Letter of Understanding, the undersigned certifies that s/he has read and understands every Party's responsibilities as set forth in Pages 2, 3, and 4 of this document, and that s/he is authorised to act on behalf of the Party s/he claims to represent.

\_\_\_\_\_  
Creative Initiatives Associate Date \_\_\_\_\_

\_\_\_\_\_  
Non-profit Organisation Date \_\_\_\_\_

\_\_\_\_\_  
Creative Initiatives Foundation (HK) Ltd. Date \_\_\_\_\_

## Creative Initiatives Foundation's Responsibilities

The Creative Initiatives Foundation agrees to:

1. Act as the Grantor and Creative Initiatives Process provider.
2. Provide a grant in the amount of \_\_\_\_\_ directly to the CIF Associate on the behalf of (Name of nonprofit organisation) \_\_\_\_\_.
3. Grant the CIF Associate and the organisation permission to download, print, use, and include in printed documents any files stored in the "Download Section" of CIF's official website: <http://www.creative-initiatives.org/>.
4. Grant the CIF Associate and (Name of nonprofit organisation) \_\_\_\_\_ access to CIF's NGO Resource Library during regular business hours.
5. Keep confidential all information about the organisation that is delivered to CIF by the organisation and the CIF Associate, except that CIF may from time to time make the information available to scholarly researchers and academics who have signed a confidentiality agreement.

\_\_\_\_\_  
Creative Initiatives Foundation (HK) Ltd. Date \_\_\_\_\_

## The Associate's Responsibilities

\_\_\_\_\_ agrees to:  
Creative Initiatives Associate

1. Facilitate the organisation's use of Creative Initiatives' workshop-centred process according to published guidelines.
2. Accept \_\_\_\_\_ as total payment for the services provided under the terms of this Letter of Understanding.
3. Meet with the Administrator and the organisation's leaders to establish:
  - a. the organisation's expectations for the workshop;
  - b. a list of the stakeholders who will be interviewed;
  - c. a list of the stakeholders who will be asked to complete a survey questionnaire; and,
  - d. a time schedule for completing each phase of the Creative Initiatives Process, i.e., preparation tasks, the workshop, and the follow up tasks;
4. Confirm, during the first meeting with the organisation's leadership, that the organisation is solely responsible for implementing the workshop outputs.
5. Help the organisation complete Phases 1 and 2 of the Creative Initiatives Process in accordance with the guidelines and quality standards set forth in the CIF Associate Handbook.
6. Communicate to CIF any concerns that s/he might have regarding the organisation's lack of commitment or inability to follow up and implement the workshop outputs.
7. Cancel the workshop, after consulting with CIF and the organisation's leaders, if the organisation's leadership lacks commitment to provide a workshop environment that promotes creativity and the risk-free exchange of ideas.
8. Deliver the interview questions, survey questionnaire, workbook, and workshop digest to CIF and the organisation according to the schedule established in Paragraph 3d above.
9. Notify CIF of the date of the workshop at least two weeks prior to the workshop.
10. Notify CIF upon completion of the workshop.
11. Keep confidential all information about the organisation that is not in the public domain.
12. Deliver the digest to the organisation and CIF within 30 days of the workshop.

\_\_\_\_\_ Date \_\_\_\_\_  
Creative Initiatives Associate

## The Organisation's Responsibilities

\_\_\_\_\_ agrees to:  
Creative Initiatives Associate

1. Accept the Creative Initiatives Workshop Grant on the terms and conditions set forth in this Letter of Understanding.
2. Reimburse CIF twenty percent (20%) of the workshop grant upon successfully completing the workshop and receiving a copy of the Workshop Digest.
3. Appoint \_\_\_\_\_ as the organisation's representative and the person responsible for carrying out the following tasks:
  - a. Helping the Creative Initiatives Associate identify the stakeholders who should be interviewed as part of the information collection process and setting up an interview schedule that accommodates the needs of the interviewees and the Associate.
  - b. Reviewing the interview questions and survey questionnaire and providing feedback to the Associate within a reasonable time period.
  - c. Distributing the survey questionnaires.
  - d. Keeping the Associate and CIF informed of any changes in the list of participants as stated on the organisation's grant application and replacing any non attendee with a stakeholder of equal decision-making authority.
  - e. Reviewing the workbook and PowerPoint presentation with the Associate and providing input so as to increase the chances for a successful workshop.
  - f. Distributing the Workshop Workbook to the workshop participants according to a schedule mutually established by the Associate and the organisation's representative.
  - g. Providing a workshop venue that meets the requirements of the Associate.
  - h. Collecting the workshop evaluation forms and mailing them to CIF.
  - i. Participating in a follow up assessment six months after the workshop.
  - j. Distributing a copy of the Workshop Digest to all board members.
4. Permit CIF to publicise the organisation's participation in the workshop.
5. Permit CIF to make any and all information collected by the CIF Associate available to scholarly researchers and academics who have signed a confidentiality agreement.

By signing below, the representative certifies that the grantee's board of directors endorsed the organisation's grant application and agreed to review the Workshop Digest at a meeting attended by a quorum of board members.

\_\_\_\_\_ Date \_\_\_\_\_  
Non-profit Organisation