



BRIDGE – BRIDGE Memorandum of Understanding (MOU) with CBOs

This MOU declares a formal partnership between Bridge and the identified Community Based Organization (CBO). This describes the responsibilities and duties of each party in this partnership. Parties can be held legally liable for not complying with the duties that are described. The length of partnership within this MOU lasts for three years before being renewed.

Partnering CBO:

Date Partnership Begins:

Date Partnership Ends:

BRIDGE will be responsible for the following:

- Providing organizational assistance to build skills in managing projects.
- Providing small grants for adequate proposals.
- Allowing the use of the Bridge Volta office space, computers, books, tables.
- Providing volunteers to assist with projects.
- Provide information on other NGOs that can provide grants for their initiatives.
- Serve as a reference to potential project donors as to the capacity of the organization and testify as to the success of past projects.
- Reply to concerns and questions posed by the CBO organization.

The above named CBO is responsible for the following:

- Providing Bridge representatives and volunteers with sensitive CBO information including accounts ledgers, bylaws, meeting minutes, and other information relating to the CBOs programs—this will allow us to assist in building capacity.
- Conducting an Organizational Scorecard every year to assess capacity.
- Sharing information, both good and bad, about the CBO.
- Notify Bridge of projects they are doing with other organizations, and allow Bridge to assist in monitoring and evaluating these projects.
- Promptly replying to all emails or other correspondence from the BRIDGE team.
- Ensuring that all grants made to the organization will be used as stated in proposals submitted to Bridge.
- Refrain from asking Bridge volunteers for personal gifts at any point, even after they leave, and notifying Bridge of any assistance volunteers give to the CBO or individuals on the CBO.

SIGNATURES

Jonathan Richter, BRIDGE Executive Director: _____ Date: _____

Bismark Agbeve, BRIDGE Volta Office Manager: _____ Date: _____

CBO Name: _____

CBO member #1, title, and signature: _____ Date: _____

CBO member #2, title, and signature: _____ Date: _____