

Please note the following: a) this form cannot be completed digitally; b) Section I must be completed by hand; c) you must provide an attachment to complete Section II, and; d) your completed MOU submission must provide the original signatures of both parties.

MEMORANDUM OF UNDERSTANDING

SECTION I (COMPLETE BY HAND):

This Understanding is made between the Client, _____, and the designated Peer Advisor, _____. The Peer Advisor and the Client will initiate this Memorandum of Understanding by outlining a mutually agreeable plan for consulting services in accordance with the Guidelines of the Peer Advisor Network program. The planned date(s) of the consulting session(s), outlined herein, are estimated to start on or about _____ and will be completed on or about: _____.

SECTION II (PROVIDE VIA ATTACHMENT):

The Advisor and the Client acknowledge that this Understanding will:

1. Describe the primary goals for the consultancy

Explain issue(s) to be addressed, short-term objectives to be met, goals for Client learning and project outcomes, etc.

2. Summarize the major activities of the consulting work to be accomplished

Describe the scope of work to be provided by the Peer Advisor, including the number of hours to be contracted. Clarify the roles and responsibilities of the parties, such as documents and records to be provided by the Client, timeline commitments, meeting locations, type of meetings, etc.

3. List the names of all participants who will represent the client

List name and affiliation for each participant, such as staff, Board, volunteer, etc., and describe responsibilities such as, will attend meetings, prepare materials, conduct research, etc.

SECTION III:

The financial terms of this agreement are as follows:

1. Consulting Fees - At the signing of this Understanding, the Peer Advisor will receive direct payment from the Client for one third of the total consulting fee (\$100 per day) for the time period contracted by the parties and approved by the PAN Regional Office (in accordance with PAN Guidelines for contract duration increments & annual maximums). The Peer Advisor contract fee is set at a maximum of \$300 per day. Upon receipt of the parties' properly completed final reports to the designated PAN Regional Office, CCT will initiate processing of the Advisor's remaining consulting fee (2/3 of the consulting fee only) as described in the PAN Guidelines.

2. Additional Expenses - The Client Organization will be responsible for any agreed upon travel, lodging and meal costs for the Peer Advisor, as well as any other agreed, related expenses such as telephone expenses or photocopying. (reimbursement for automobile mileage, meals, etc. can be determined using mutually agreed source materials). At the completion of services described herein, payment of the Peer Advisor's additional expenses will be made no later than within two weeks of receipt of the Peer Advisor's final accounting/invoice.

The responsibilities of the parties are as follows.

The **Client Organization** is responsible to:

- a) Sign and return this Understanding to the PAN Regional Office upon completion by the parties,
- b) Submit all requested materials to the Peer Advisor for preliminary work and/or research, i.e. financial reports, publications, planning documents, etc.,
- c) Pay one third of the Advisor's fee upon signing of this Understanding,
- d) Submit a completed Final Report of the advising session(s) to the PAN Regional Office no later than within two weeks of the completion of this consulting assignment,
- e) Pay all travel and lodging costs as described herein and as billed by the Peer Advisor upon the completion of this contract, to include out-of-pocket expenses by the Peer Advisor as mutually agreed herein.

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The **Peer Advisor** is responsible to:

- a) Discuss, complete and sign this Understanding before commencing the PAN consulting work described herein,
- b) Provide timely execution of the agreed upon PAN consulting work described herein,
- c) Provide a written Final Report to the PAN Regional Office no later than within two weeks of the completion of this consulting agreement after a prior review by and discussion of the draft Final Report with the Client,
- d) Document agreed upon out-of-pocket expenses and submit an invoice to the Client upon completion of the PAN consulting work described herein.

The signing parties understand and agree with the following:

1. The Peer Advisor is an independent contractor and shall not be deemed an employee of the Connecticut Commission on Culture and Tourism and/or the PAN Regional Office local arts agency.
2. All communication between the Client and the Advisor shall be held in strict confidence except as required by the PAN program guidelines and reporting requirements.
3. There is no guarantee of any specific results from the consulting services described herein.

The undersigned agree to the terms set forth in this agreement:

Client Authorized Official

Name: _____ Title: _____

Signature: _____ Date: _____

Peer Advisor

Name: _____ Title: _____

Signature: _____ Date: _____

SUBMISSION

Please make copies of this document for the signing parties and mail/deliver the original copy of this completed agreement (with original signatures) to the Local Arts Agency that is designated as the PAN Regional Office for this consultancy. Be sure to address the mailing - ATT: Peer Advisor Network