

# Women in Motion Memorandum of Agreement (MOA)

## General Provisions:

- 1.1 The sponsoring organization agrees to expend InMotion Network funds exclusively for the program as approved.
- 1.2 The program shall be operated as described in the application for funding. No material changes in the purpose or activities of the program shall be made without prior written approval of the InMotion Network. The sponsoring organization will inform the InMotion Network in advance, in writing, of any proposed changes to the project, including but not limited to changes in scope, budget, or timeline. The InMotion Network agrees not to withhold consent unreasonably. Substantive changes to the sponsoring organization that could jeopardize the program success must be reported to the InMotion Network.
- 1.3 The sponsoring organization will acknowledge credit to InMotion Network in all publicity in the following form *"This program is a sponsored project of the InMotion Network with funding provided by the Alberta Government."* Additional program funders may be added to the notice.
- 1.4 All program volunteers providing direct service to participants within InMotion Network funded projects will undergo a consistent screening process to assist in determining the suitability of each volunteer. The screening process will help ensure the safety of vulnerable participants.
- 1.5 IMN requires that all project applicants demonstrate that their organization and/or the activity has a concussion policy that meets the SMCA standard and has an individual trained in concussion recognition, prevention, etc. as part of their organizing committee and will have trained first aid provider(s) on site during the event.
- 1.6 Should the sponsoring organization fail to comply with any part of this agreement, resulting in the return of funding to the InMotion Network, the sponsoring organization agrees to make payment to InMotion Network for any funds in question.
- 1.7 The sponsoring organization agrees to maintain adequate liability insurance, naming InMotion Network as an also insured on the certificate of insurance for the duration of the event funded by the InMotion Network.
- 1.8 The sponsoring organization agrees to provide the InMotion network with a final accounting of actual program expenditures within 45 days of the completion of the program.

## Role for InMotion Network

- Provide access to an InMotion Network Program Manager as support to sponsoring organizations
- Provide resources for accredited Leaders for the program,
- Provide resources for an appropriate venue, as required
- Provide resources for equipment rentals (pre-approval with receipts), as required

## Role for Program Delivery Agencies/sponsoring organizations

- Secure additional community-based partners to aid in future program sustainability
- Advertise program, recruit participants and collect registration fees if applicable
- Hire female leaders with appropriate credentials and security clearance
- Monitor, encourage and support ongoing development of staff and volunteers
- Acknowledge InMotion Network and its funders as partners/funders of the program
- Ensure clear and on-going communication with leaders, participants and their caregivers
- Maintain communication with InMotion Network to provide details and feedback about the program
- Ensure all participants can access *and* complete the program regardless of their age, ability, cultural background or financial status
- Evaluate programs in terms of compliance with program objectives and adjust where necessary
- Complete and forward final program activity reports within 45 days of program completion.

The signatory agrees, on behalf of the sponsoring organization, to the general provisions and roles as defined and to implement the Goals and Objectives of Women in Motion.

\_\_\_\_\_  
Name of Organization                      Phone Number                      Email Address

\_\_\_\_\_  
Name of Contact Person                      Signature                      Date

\_\_\_\_\_  
InMotion Network Program Coordinator                      Signature                      Date



InMotion Network admin use	
_____ Executive Director	_____ Date