

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Partnership Agreement and Recognition
POLICY NUMBER: 240

240.10 Purpose/Objective

TDRPD provides partnership funding for development, operation, and maintenance of some of its facilities. The purpose of this policy is to provide standards and clarification for receipt, usage, and recognition of partnership funding.

Partnership agreement funds shall be used solely for the purpose stated in the partnership proposal.

240.20 Budget and Finance

Partnership agreement monies issued shall be based on specific budgeted expenses, and will be issued only upon receipt of proof of expenses. No changes shall be made in the budgetary allocations of the partnership agreement award without TDRPD's written approval. Any portion of the partnership agreement monies not expended as set forth in the budget included in the partnership agreement proposal shall be returned to TDRPD at the completion of the project or at the end of the partnership agreement period unless a written request is received and approved by TDRPD.

TDRPD assumes no obligation to provide other or additional support for this, or other, partnership agreements.

240.30 Program Monitoring, Evaluation, and Review

Within 30 days of the conclusion of the project or partnership agreement period, whichever comes first, the partnership agreement recipient shall provide to the District a final report on the use of the partnership agreement monies to TDRPD. The report shall include a summary of the work completed, a detail of monies spent including receipts, and dates that the work was started and concluded. The financial portion of this report shall show a comparison of the actual expenses to the budgeted expenses.

TDRPD may monitor and conduct site and operational evaluations under this partnership agreement. These evaluations may include site visits and discussion with involved personnel. These evaluations may also include a review of financial and other records related to activities funded by this partnership agreement. TDRPD partnership agreement recipients agree to make available all pertinent records at the time of request.

240.40 Publicity and Acknowledgement

TDRPD shall be recognized through publications and the media for the partnership agreement funding provided. This recognition should include the use of media such as a letter to the newspaper editor, press on the project that acknowledges TDRPD's donation and participation, and/or a specific press release on the award.

240.50 Branding Requirements

Partnership agreement funding recipients shall provide recognition of the partnership agreement on all forms of advertisement to include Facebook, print advertising, website, and press releases. Partnership agreement monies will only be provided for District properties and projects. As such, the branding shall consist of 'Truckee-Donner Recreation and Park District's' facility in all forms of communication. Use of TDRPD recognition in all branding shall be required for the period of the partnership agreement and until TDRPD agrees to cease the branding requirements in writing.

TDRPD will recognize the partnership agreement recipient and partnership relationship on the District website, through annual reporting, in brochures, and other District publications.

Signage may be required at facilities in receipt of partnership agreement funding per the TDRPD Board of Directors. If such signage is required it must be approved by the board before installation.

240.60 Severance

Should the partnership agreement recipient fail to abide by the terms set forth in this policy, TDRPD may terminate the partnership agreement upon written notification to the partnership agreement recipient. At severance the partnership agreement recipient shall return any portion of the partnership agreement monies, including interest earned, not yet used or spent for purposes not specified in this policy or otherwise approved by the District. By accepting partnership agreement monies the recipient agrees to all conditions of the partnership agreement policy.

The partnership agreement may be ended by the funding recipient for cause. The partnership funding agreement recipient shall notify TDRPD in writing at least 14 days in advance of termination of the agreement. At severance the partnership agreement recipient shall return any portion of the partnership agreement monies, including interest earned, not yet used or spent for purposes not specified in this policy or otherwise approved by the District.

240.70 Tax Exempt Status

If the partnership agreement recipient's charitable tax exempt status is revoked or modified TDRPD shall be immediately notified. The revocation of tax exempt status may result in termination of the partnership agreement.

Truckee-Donner Recreation and Park District Partnership Agreement Application

Date of application: _____

Applicant Name: _____ Ph. #: _____

Applicant Organization: _____ 501(c)(3) # _____

Organization Address: _____

Project location/area: _____

Purpose/use of funding: _____

Project budget:\$ _____ Please attach budget breakdown to application

Relation of project to TDRPD Mission and Vision: _____

Project start date: _____

Project finish date: _____

Person in charge of project: _____ Ph. #: _____

Applicant agrees to terms as set forth in TDRPD Policy 240: Partnership Agreement and Recognition. Partnership agreement remains effective unless ended per policy.

Signature: _____

Printed name: _____

For internal use: **Approval: Y / N by** _____