









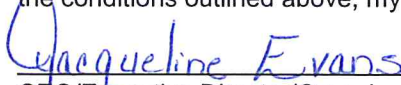


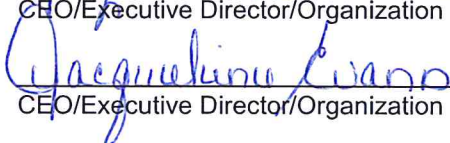
## Cumberland Community Foundation's 2021 Giving Tuesday Catalog


### Memorandum of Understanding

<b>Please initial:</b>	<b>I have read, understand, and accept the following conditions:</b>
	Gifts received to CCF's Giving Tuesday catalog from November 23, 2021 (starting at 9:00 am) through December 1, 2021 (ending at 5:00 pm) will be eligible for matching funds from CCF.
	The following gifts received during the campaign timeframe will be proportionally matched (see Matching Gift Procedure on Page 1 for more detail): <ul style="list-style-type: none"> <li>○ Credit card gifts made through the online Giving Tuesday catalog</li> <li>○ Grants from donor advised funds at CCF, recommended between 11/23-12/1</li> <li>○ Checks made payable to CCF (with the designated organization in the "Memo"), dated AND received by CCF between 11/23-12/1</li> <li>○ The first \$5,000 of each individual gift</li> </ul>
	The following gifts will NOT be accepted to the Giving Tuesday campaign, and will NOT qualify for the match: <ul style="list-style-type: none"> <li>○ Gifts from the organization itself</li> <li>○ Stock gifts</li> <li>○ Cash gifts (Dollars/Coins)</li> <li>○ Gifts received outside of the timeframe</li> </ul>
	All donor-facing staff on our team will be trained that the matching funds from CCF are NOT a guaranteed dollar-for-dollar match and should not be communicated as such.
	My organization WILL NOT use the phrases "dollar-for-dollar match" or "Your gift will be doubled" when communicating about the matching funds available from CCF. (See Matching Gift Procedure on Page 1)
	For organizations with a designated or agency endowment at CCF: (If not, mark "N/A," rather than initial): The funds raised from the Giving Tuesday campaign WILL NOT be added automatically to an endowment fund for my organization. Instead, 100% of gifts received and any match will be distributed to our organization. Then, we can use the funds as we determine. We may send the amount back to CCF for our endowment fund, if we so choose. (Note: CCF is not asking your organization to do this as the goal is to raise general support for your mission. However, it is not prohibited.)
	My organization's Giving Tuesday Project Lead (previously identified in the Guide to Giving 2021 Eligibility Survey) will attend a Giving Tuesday campaign training session. (All staff are invited.)
	My organization will receive a list of all gifts, along with donor contact info, no earlier than December 6 and no later than December 17. My organization should thank all donors that are provided in this list.
	The thank you letter/note my organization provides to Giving Tuesday catalog donors should NOT include tax acknowledgement language, as that information has already been provided by CCF.
	My organization agrees to sign a grant agreement and provide a final grant report if we receive over \$15,000 in <u>matching funds</u> from CCF through the Giving Tuesday campaign.

On behalf of \_\_\_\_\_ (Organization's Legal Name), I have read, understand, and accept the above conditions. I understand that if my organization fails to adhere to one or more of the conditions outlined above, my organization may not be eligible for matching funds in the 2021 Giving Tuesday catalog.

  
 \_\_\_\_\_  
 CEO/Executive Director/Organization Leader, Printed Name

  
 \_\_\_\_\_  
 CEO/Executive Director/Organization Leader, Signature

  
 \_\_\_\_\_  
 Date