**Template #1 should be used by a state agency, parish, local government, political subdivision, university, college, or a 501c3 organization *(only if the receptacles will be installed and maintained on the 501c3’s property)*. Template #2 should be used by a KLB community affiliate or a 501c3 organization when partnering with a third party that will install and maintain the receptacles on their property. Please put this on your letterhead before uploading it with the grant application. KLB community affiliates applying using the name of the affiliate (i.e., Keep Mandeville Beautiful) should use Template #2. KLB affiliates applying using the name of their host government (i.e., City of Mandeville) should use Template #1.**

**TEMPLATE #1**

**Memorandum of Understanding**

Between

Name of Grant Applicant

And

Keep Louisiana Beautiful

**Purpose**

This Memorandum of Understanding (MOU) sets forth the roles, responsibilities, and understanding between Name of Grant Applicant, referred to as “Partner”, and Keep Louisiana Beautiful, referred to as “KLB”, if the grant is awarded.

**Goals**

The goals of this partnership are to:

* Reduce the amount of litter in public spaces by properly installing and maintaining trash receptacles in the following high-traffic public spaces:

1. Location 1 name/address and brief description
2. Location 2 name/address and brief description
3. Location 3 name/address and brief description
4. Location 4 name/address and brief description
5. Location 5 name/address and brief description
6. Location 6 name/address and brief description
7. Location 7 name/address and brief description
8. Location 8 name/address and brief description
9. Location 9 name/address and brief description
10. Location 10 name/address and brief description

* Track the effectiveness that trash receptacles have on reducing litter in our community.
* Raise public awareness of litter prevention by placing the provided signs on each installed trash receptacle.

**Allocation of Responsibility**

The above goals will be accomplished by undertaking the following responsibilities and activities:

**Keep Louisiana Beautiful**

* Purchases, orders and ships the trash receptacles and litter prevention signs to the “Partner”.
* Monitors all grantee’s progress and reviews the final report.

**Partner**

* Determines the locations for the trash receptacles and receives approval for installing them from the proper authority.
* Conducts pre- and post-installation litter surveys around receptacle locations.
* Receives the delivery of trash receptacles and litter signs.
* Safely and securely stores trash receptacles upon delivery including signs, anchor kits, and any accessories.
* Properly install the ***Let Louisiana Shine*** signs on the trash receptacles.
* Installs the trash receptacles at the agreed upon locations no later than May 30th.
* Takes photographs of installed receptacles with the sign.
* Sends acknowledgement letter to house representatives and senator and a press release to the local media.
* Agrees to properly maintain and regularly service the trash receptacles. KLB shall have no responsibility to maintain or service the trash receptacles.
* Submits final report, photographs, acknowledgement letter, press release and post-installation survey to KLB by May 30th.

**Transfer of Ownership** **Upon Delivery and Acceptance**

Upon delivery to and acceptance by “Partner” of the trash receptacles and any accessories, including the anchor kits, and ***Let Louisiana Shine*** signs to said receptacles, KLB does thereby grant, convey, assign, and transfer all ownership and interest in and to said receptacles and accessories, together with all warranties running in favor of KLB and prior vendors of said receptacles and accessories from the manufacturers to the extent assignable to “Partner”. “Partner” acknowledges, confirms and agrees that upon acceptance by “Partner” of the trash receptacles and any accessories attached thereto or delivered therewith, including the anchor kits and ***Let Louisiana Shine*** signs to said receptacles, “Partner” shall become the sole owner of said receptacles and accessories.

**Reporting**

The “Partner” will submit a final report to Keep Louisiana Beautiful no later than May 30, 2023, verifying proper receptacle installation, photographs, acknowledgement letter, press release and post litter assessment.

**Funding**

This MOU does not serve as a commitment from either party to contribute funds to the Trash Receptacle Grant. If the grant is awarded to “Partner”, KLB will purchase and deliver selected trash receptacles and signs to the specified delivery address. Direct funds will not be awarded to grant recipients.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from “Partner”. This MOU shall become effective upon signature by the authorized officials from “Partner” and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from “Partner”, this MOU shall end on June 390, 2023.

**Contact Information**

Applicant’s Name

Contact Name

Address Line 1

City/Town, Louisiana

ZIP

Telephone

Email

Name of Highest Authorizing Official

Applicant’s Organization/Agency Name

Address Line 1

City/Town , Louisiana

ZIP

Telephone

Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Authorizing Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Keep Louisiana Beautiful, Executive Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Keep Louisiana Beautiful, Executive Director Date

**TEMPLATE #2**

**Memorandum of Understanding**

Between

Name of Grant Applicant

And

Name of third-party entity that will service and maintain receptacles

And

Keep Louisiana Beautiful

**Purpose**

This Memorandum of Understanding (MOU) sets forth the roles, responsibilities, and understanding between the Name of Third-Party, referred to as “Partner”, Name of Grant Applicant, referred to as “Applicant”, and Keep Louisiana Beautiful, referred to as “KLB”, if the grant is awarded.

**Goals**

The goals of this partnership are to:

* Reduce the amount of litter in public spaces by properly installing and maintaining trash receptacles in the following high-traffic public spaces:

1. Location 1 name/address and brief description
2. Location 2 name/address and brief description
3. Location 3 name/address and brief description
4. Location 4 name/address and brief description
5. Location 5 name/address and brief description
6. Location 6 name/address and brief description
7. Location 7 name/address and brief description
8. Location 8 name/address and brief description
9. Location 9 name/address and brief description
10. Location 10 name/address and brief description

* Track the effectiveness that trash receptacles have on reducing litter in our community.
* Raise public awareness of litter prevention by placing the provided signs on each installed trash receptacle.

**Allocation of Responsibility**

The above goals will be accomplished by undertaking the following responsibilities and activities:

**Keep Louisiana Beautiful**

* Purchases, orders and ships the trash receptacles and litter prevention signs to the “Partner”.
* Monitors all grantee’s progress and reviews the final report.

**Partner**

* Works with the “Applicant” to determine the locations for the trash receptacles and receives approval for installing them from the proper authority.
* Receives the delivery of trash receptacles and litter signs.
* Safely and securely stores trash receptacles upon delivery including signs, anchor kits, and any accessories.
* Properly install the ***Let Louisiana Shine*** signs on the trash receptacles.
* Installs the trash receptacles at the agreed upon locations no later than May 30th.
* Agrees to properly maintain and regularly service the trash receptacles. “KLB” and “Applicant” shall have no responsibility to maintain or service the trash receptacles.

**Applicant**

* Works with the “Partner” to determine the locations for the trash receptacles and receives approval for installing them from the proper authority.
* Conducts pre- and post-installation litter surveys around receptacle locations.
* Takes photographs of installed receptacles with the sign.
* Sends acknowledgement letter to house representatives and senator and a press release to the local media.
* Submits final report, photographs, acknowledgement letter, press release and post-installation survey to KLB by May 30th.

**Transfer of Ownership** **Upon Delivery and Acceptance**

Upon delivery to and acceptance by “Partner” of the trash receptacles and any accessories, including the anchor kits, and ***Let Louisiana Shine*** signs to said receptacles, KLB does thereby grant, convey, assign, and transfer all ownership and interest in and to said receptacles and accessories, together with all warranties running in favor of KLB and prior vendors of said receptacles and accessories from the manufacturers to the extent assignable to “Partner”. “Partner” acknowledges, confirms and agrees that upon acceptance by “Partner” of the trash receptacles and any accessories attached thereto or delivered therewith, including the anchor kits and ***Let Louisiana Shine*** signs to said receptacles, “Partner” shall become the sole owner of said receptacles and accessories.

**Reporting**

The “Applicant” will submit a final report to Keep Louisiana Beautiful no later than May 30, 2023, verifying proper receptacle installation, photographs, acknowledgement letter, press release, and post-litter assessment.

**Funding**

This MOU does not serve as a commitment from either party to contribute funds to the Trash Receptacle Grant. If the grant is awarded to “Applicant”, KLB will purchase and deliver selected trash receptacles and signs to the specified delivery address. Direct funds will not be awarded to grant recipients.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from “Partner” and “Applicant” This MOU shall become effective upon signature by the authorized officials from “Partner” and “Applicant” and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from “Partner” and “Applicant”, this MOU shall end on June 30, 2023.

**Contact Information**

Applicant’s Contact Name

Organization’s Name

Address Line 1

City/Town, Louisiana

ZIP

Telephone

Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant Print Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Name of Third Party’s Highest Authorizing Official

Third Party’s Organization/Agency Name/Gov.

Address Line 1

City/Town , Louisiana

ZIP

Telephone

Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Authorizing Official Print Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Keep Louisiana Beautiful, Executive Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Keep Louisiana Beautiful, Executive Director Date