

4-16-22

Memorandum of Understanding:

HSC Foundation, Inc. and the Hiawatha Sportsman's Club

The HSC Foundation, Inc. is a Michigan IRS non-profit 501(c)(3) organization. In order to retain existence as such, all awards and grant funding requests through submission must fall within the parameters set by the required and adopted Mission Statement of this Foundation.

Accepting a grant award for funding projects /activities with awarded funds which fall outside of the established tenets of the adopted and filed Mission Statement of the HSC Foundation, Inc may result in the loss of their recognized non-profit status designated by IRS.

The HSC Foundation, Inc. and the Hiawatha Sportsman's Club will commit to working collaboratively and in the spirit of brotherhood to access possible grant funding resources through formal grant submission processes for the benefit of the Hiawatha Sportsman's Club and the surrounding communities. All grant submissions, whose project /plan outcomes fall within the confines of the HSC Foundation, Inc.'s Mission Statement, must first be approved by the Hiawatha Club's Board of Governors with an understanding of subsequent submission. Grant application approval must be done prior to seeking application for grant resources. The Hiawatha Sportsman's Club Board of Governors' approved financial commitment is necessary to meet all matching monies required through the grant process the two organizations may be seeking.

All requested proposals for grant funding resources from the Hiawatha Sportsman's Club must be approved by the HSC Foundation, Inc Board of Trustees before the process moves forward.

All awarded grant monies, requested through funding submissions generated, developed, and submitted by the HSC Foundation, Inc., will be awarded to this non-profit and paid to the Hiawatha Sportsman's Club in order to fulfill the requested submission accepted from them by The HSC Foundation, Inc.

HSC Foundation, Inc. Mission Statement:

The Corporation is organized exclusively to receive and administer funds for the protection of natural resources and charitable and educational purposes. This includes, honoring and protecting the natural resources of the Upper Peninsula of Michigan including the Hiawatha Sportsman's Club and its surrounding watershed, for nature itself and for the enjoyment of the public, Hiawatha Sportsman's Club's members and their families. Rich in meaning and purpose.

## **Grant Funding and Communication Process between HSC Foundation, Inc. and Hiawatha Sportsman's Club**

All funding requests coming to the HSC Foundation, Inc. must fall within the Mission Statement of the HSC Foundation, Inc.

The Corporation is organized exclusively to receive and administer funds for the protection of natural resources and charitable and educational purposes as described in Section 501(c)(3) of the Internal Revenue Code, including (a) honoring and protecting the natural resources of the Upper Peninsula of Michigan including, but not limited to, the Hiawatha Sportsman's Club and its surrounding watershed, for nature itself and for the enjoyment of the public, Hiawatha Sportsman's Club's members and their families. Rich in meaning and purpose. (b) conducting all activities incidental or necessary to accomplishing the foregoing purposes or otherwise permitted by Section 501(c)(3) of the Code.

### **A. Communication between the HSC Foundation, Inc. and the Hiawatha Sportsman's Club:**

1. The appointment of the Hiawatha Sportsman's Club liaison will follow the annual process used by the Hiawatha Sportsman's Club to appoint committee chairs. The liaison will be appointed at the discretion of the Hiawatha Sportsman's Club President and with the agreement of the HSC Foundation, Inc.
2. Suggested job description for Hiawatha Sportsman's Club liaison to the HSC Foundation, Inc.:
  - a. All communication between the two organizations will go directly through the appointed liaison. The liaison is responsible for informing about updates, current activities, requests, questions, and inquiries going in either direction.
  - b. The Hiawatha Sportsman's Club's liaison to the HSC Foundation Inc. will communicate regularly: Following the HSC Foundation, Inc.'s monthly meeting or as needed between quarterly Hiawatha Sportsman's Club's Quarterly Board of Governors' meetings or other scheduled meetings of the HSC Foundation, Inc. Trustees.
  - c. The liaison is responsible for reporting to the HSC Foundation, Inc. specific requests related to the Hiawatha Sportsman's Club's needs for grant monies.
  - d. The liaison will notify the HSC Foundation, Inc. about special projects designated through the yearly BOG goal-setting, or other identified Hiawatha Sportsman's Club needs which may warrant a possible grant search for available funding.
  - e. If the HSC Foundation, Inc. becomes aware of a potential grant source that would benefit the Hiawatha Sportsman's Club, the information should be dispersed through the liaison to the Hiawatha Sportsman's Club President for feedback from the appropriate committee(s).
  - f. The liaison will distribute the grant request applications for grants submissions to the appropriate source as requested by the Hiawatha Sportsman's Club President.
  - g. The liaison will communicate that all grant requests/submissions need approval by the Hiawatha Sportsman's Club Board of Governors, and the HSC Foundation, Inc.'s Board of Trustees.
3. Issues between the HSC Foundation, Inc. and the Hiawatha Sportsman's Club will be mediated for resolution through the Presidents of both organizations.
4. The HSC Foundation, Inc. will identify which Hiawatha Sportsman's Club's communication vehicles are appropriate for communication of HSC Foundation, Inc. information (Council Fire, Website, Smoke Signals, Mailings, Facebook Pages, Membership Packets). The Hiawatha Sportsman's Club will determine which communication vehicles are most appropriate in the best interest of the Hiawatha Sportsman's Club. It is expected that the HSC Foundation, Inc. be included in the annual Hiawatha Sportsman's Club due's mailing as a potential tax free, donor recipient.
5. A Memorandum of Understanding is required between the HSC Foundation, Inc. and the Hiawatha Sportsman's Club.

**B. Grant Funding Process:**

1. The HSC Foundation, Inc. will only submit grants for the Hiawatha Sportsman's Club after being informed by the Hiawatha Sportsman's Club Board of Governors' liaison to do so.
2. BOG committee chairs and or presidents of Hiawatha Sportsman's Club interest groups may go to the Hiawatha Sportsman's Club appointed liaison to get a grant application for completion and return it to the Hiawatha Sportsman's Club liaison. The liaison will then present the application to the Hiawatha Sportsman's Club President for review. The liaison will present the application to the HSC Foundation, Inc. with the proposed initiatives and specific needs identified and all requested information stated.
3. An HSC Foundation, Inc. grant request has been developed for organizing vital information related to grant requests and submissions. This required grant request application will be filled out as accurately as possible before consideration by the HSC Foundation, Inc.'s Board of Trustees at their next scheduled meeting following the grant request date on the application.
4. All grant requests to the HSC Foundation, Inc. must first be approved by the Hiawatha Sportsman's Club Board of Governors.
5. All grant requests must be considered and approved by the HSC Foundation, Inc. to move forward with a grant submission. The Hiawatha Sportsman's Club's liaison will be notified of approval by the HSC Foundation, Inc. of the grant request within five business days. It will be the responsibility of the liaison to inform the Hiawatha Sportsman's Club's president.
  - a. The organization for which the grant application was approved by the HSC Foundation, Inc. (to receive the requested funding through the grant award) is responsible for commitment to the financial requirements in the grant.
  - b. All supporting documentation of required financial commitment, as it relates to matched funding, will be attached to the Grant Request form along with the BOG motion, approval acknowledgement, and proper authority signature.
  - c. This Grant Request Form must reflect financial assurance, if required through the grant process, and be signed and dated by the appointed authority of the Hiawatha Sportsman's Club's (President, Secretary) in which case, there is attached evidence of a committee's approved and budgeted item. The grant submission process will not move forward without this financial commitment record on the Grant Request Form.
  - d. All grant money awarded through a formal submission from the HSC Foundation, Inc. will be paid out through the HSC Foundation, Inc. to the Hiawatha Sportsman's Club.

**C. Memorial Donations or Donations to the Hiawatha Sportsman's Club through the HSC Foundation, Inc.:**

1. The Future Planning Committee will develop guidelines to manage Hiawatha Sportsman's Club memorial donations, given through the HSC Foundation, Inc. to the Hiawatha Sportsman's Club, with or without specific designation.
2. Donations given to the HSC Foundation, Inc. with specific requests that fall outside of the Mission Statement of the HSC Foundation, Inc. go directly to the Hiawatha Sportsman's Club for donation management with no tax deductions.
3. Donations of memorial and special project monies donated to the Hiawatha Sportsman's Club through the HSC Foundation, Inc. donation process may need approval by the Hiawatha Sportsman's Club's Board of Governors and the HSC Foundation, Inc.

\*This document must be signed by the Hiawatha Sportsman's Club and the HSC Foundation, Inc. presidents.

  
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President of the HSC Foundation, Inc.

June 6, 2022  
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Date

  
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President of the Hiawatha Sportsman's Club

6-14-22  
\_\_\_\_\_  
Date