



**Maine Development Foundation
Downtown Development Community Partnership
Memorandum of Understanding (MOU)**

As part of their participation in the FOR/Maine initiative, **Town** has elected to partner with the Maine Development Foundation's Maine Downtown Center (MDC) to receive project and planning support in service of the continued development of their downtown.

MDC's **Title, Name** will be the primary staff contact for this partnership, with FOR/Maine's Robert O'Brien and MDC's **Title, Name** continuing to provide support as well.

Town's Title, Name will be the primary community contact for this partnership, with the support and participation of the **Name of Group or Committee**.

As part of this partnership each party will commit to the following.

Name of Group or Committee will:

- Provide MDC with a complete list of committee members names, affiliations, and email addresses.
- Meet monthly between January and September 2022 on Zoom with representatives from MDC and other experts as needed, with the goal of achieving one small incremental change in the downtown. Scheduling monthly meetings will be the responsibility of the local committee, however if Zoom technology is needed MDC can provide that option or a conference call number.
- The downtown project should be outside of the committee's normal scope of work. For example if the committee is an events committee the downtown project should support another aspect of downtown revitalization. (i.e. a trailhead sign, a public art installation, a welcome packet for new businesses/residents).
- Plan other future downtown projects that will begin to address the challenges and opportunities outlined in the **TOWN** Downtown Site Visit report or other existing reports or documents.
- Send at least three representatives to a one-day event bringing cohorts from each of the participating FOR/Maine communities together for sharing and learning in June of 2022. Travel expenses will be covered for all attendees.

MDC will:

- Provide support to the committee by connecting them with examples from other communities, How To's, and potential funding opportunities.
- Provide a minimum of \$1,500 to complete a small downtown project.
- Support the local committee with concept development, referrals, cost, timeline, and identifying other funding sources for their primary project and others as needed.



- Conduct at least one additional in-person site visit over the next year.
- Share information about the Maine Downtown Affiliate Program and the Four Point Approach.

Downtown project funding will be paid by check to

NAME

ADDRESS

EIN #

If at any time either party is unable to continue to fulfill the commitments outlined in this MOU they agree to notify the other party via email of their intent to withdraw.

Signature

Print Name

Title

Town/Organization

Date

Signature

Print Name

Title

Maine Downtown Center, MDF



Date