**STARLAB Fund Development Program**

**Memorandum of Understanding**

This document serves as a Memorandum of Understanding (MOU) between StarLab and {NAME of ORGANIZATION – SCHOOL/MUSUEM/ORGANIZATION}. The effective dates of this document will be for 12 months, starting from the date of signature below.

**Purpose:**

StarLab has established the Fund Development Program as a way to help schools find funding to purchase our interactive products. We are committed to helping interested schools seek and secure the resources necessary to provide the educational experiences offered by Starlab. In an effort to “fill up the bucket” and meet an established goal, StarLab will work with your school or organization to help identify and approach appropriate funding sources as part of an overall Fund Development Plan.

**StarLab will:**

* Provide expertise in developing a funding plan
* Research both public and private sector funding opportunities
* Help to identify potential foundation funders as well as local sponsors
* Provide resources to help SCHOOL/MUSEUM/ORGANIZATION prepare and submit the necessary letters and proposals seeking funding support
* Provide template proposal language for SCHOOL/MUSEUM/ORGANIZATION to use and adapt to your specific ask
* Provide document review and feedback by an experienced funding specialist as needed

**You (and your organization) will:**

* Commit to working with StarLab to develop a funding plan
* Commit to working with StarLab to develop appropriate documents to seek funding (letters, sponsorships and proposals)
* Prepare and submit appropriate funding requests as identified in the funding plan
* Commit a minimum of $5,000 of SCHOOL/MUSEUM/ORGANIZATION funds to the purchase of StarLab to be paid as part of the overall purchase

There will be no other financial considerations or fees charged related to this Fund Development Program. There is no commitment by SCHOOL/MUSEUM/ORGANIZATION or STARLAB to renewing the program at the end of the term of this Memorandum of Understanding.

**Signatures:**

For STARLAB: For SCHOOL:



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 Kelliann Whitney, Funding Specialist

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 Date Date