



## Memorandum of Understanding

between

The Amphibian Ark

and

**[Name and institution of the grant recipient]**

This Memorandum of Understanding (MOU) sets the terms and understanding between the Amphibian Ark, hereinafter referred to as the AArk, and **[the grant recipient]**, hereinafter referred to as the "Grant recipient".

### Purpose

The AArk agrees to provide a grant to **[name of the grant recipient]** to support the project **[name of the project]** and principal investigator. The funds are provided on the understanding that they will be used at **[recipient's institution name]** for **[the items outlined in the budget section of the grant application]**.

The funds can only be used for the specific purposes described above and in the project proposal. The funds cannot be used for other purposes unless AArk explicitly approves those purposes in writing in advance of the planned use.

### Grant amount

The grant awarded is for US\$**[amount of grant]**.

**(For start-up and start-up extension grants only)** The Grant recipient will ensure, to the best of their abilities, that additional funding is sought to further support and expand the program, so it can achieve its full potential.

### Duration

This MOU will apply from **[date funds sent]** to **[ending date]**. It is expected that the funds will be used for the purposes described within the agreed timeframe. If the funds have not been used by the end of the timeframe, AArk reserves the right to request that the funds be returned.

### Provision of funds

The Grant recipient agrees to provide the following banking details to AArk for the transfer of funds:

Bank name and address:

Name on account:

Account No./IBAN:

Swift code:

ABA No. (American banks only):

CLABE No. (Mexican banks only):

BSB No. (Australian banks only):

The bank account must be held by an institution and cannot be a personal bank account. Funds will be transferred to the nominated bank account within two weeks of the signing of this MOU.

**Reporting** **(We'll only include the information relating to the type of grant being offered)**

#### Start-up grants

The Grant recipient agrees to provide a minimum of two photos of the focal species via email, which can be used by AArk to announce the grant winners on its web site and in its Newsletter. Photos must be provided within two weeks of the signing of this MOU.

The Grant recipient agrees to provide at least two progress reports – one six months after the funds are received, and a second one twelve months after the funds are received – along with several photos of the project. A reporting template is available at [www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx](http://www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx).

If a species action plan was not submitted with the grant application, the Grant recipient agrees to provide a draft or completed species action plan within six months after the funds are received. A species action plan template is available in [English](#) or [Spanish](#) as a guide.

The Grant recipient agrees to produce husbandry guidelines within six months of acquiring animals (using the Amphibian Husbandry Guidelines template in [English](#) or [Spanish](#)).

#### Start-up extension grants

The Grant recipient agrees to:

- Provide a minimum of two photos of the focal species via email, which can be used by AArk to announce the grant winners on its website and in its Newsletter. Photos must be provided within two weeks of the signing of this MOU.
- Provide at least two progress reports – one six months after the funds are received, and a second one twelve months after the funds are received – along with several photos of the project. A reporting template is available at [www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx](http://www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx).

#### Mentorship grant

The Grant recipient agrees to:

- Provide a minimum of two photos of the focal species or program facilities via email, which can be used by AArk to announce the grant winners on its website and in its Newsletter. Photos must be provided within two weeks of the signing of this MOU.
- Provide at least two progress reports – one two months after the mentor has visited the institution, and a second one twelve months after the funds are received, outlining how the visit from the mentor has improved the captive program – along with several photos of the project. A reporting guideline is available at [www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx](http://www.amphibianark.org/grants/AArk-Grant-Reporting-Template.docx).
- Provide a short summary report from the mentor on his or her visit, and the results of their visit.

#### Workshop grant

The Grant recipient agrees to provide a short report (1-2 pages in length), outlining the benefits of attending the workshop, the main skills and knowledge that were gained, and how attending the workshop will benefit amphibian conservation programs at the Grant recipient's institution over the next year.

#### Emergency grant

The Grant recipient agrees to provide a short report (1-2 pages in length), along with a minimum of two photos, outlining how the funds were spent and the benefits to the amphibian conservation program.

AArk will provide a reporting template four to six weeks in advance of the deadline for progress reporting.

#### **Acknowledgements**

The Amphibian Ark (AArk) should be acknowledged in all publications, media releases, presentations and in social media, as a partner and supporter of this project, using the AArk logo whenever possible.

#### **Use of reports and photos**

Information from progress reports, and photos supplied by the Grant recipient will be used by AArk to promote the amphibian conservation program, via our Newsletter, web site, social media and in other publications.

Species action plans and husbandry guidelines produced by the Grant recipient will be made available to the amphibian conservation community on the Husbandry Documents page of the AArk web site, [www.amphibianark.org/husbandry-documents/](http://www.amphibianark.org/husbandry-documents/).

AArk will provide the current version of its logo for use on web sites and in acknowledgements. These can be downloaded from [www.amphibianark.org/logos/](http://www.amphibianark.org/logos/).

**Signatures**

By signing this MOU, AArk and the director of the Grant recipient's institution agree to abide by its contents. If AArk does not receive signed copies of this grant agreement by [*insert date*], this grant may be revoked.

<p>Dr. Anne Baker Amphibian Ark c/o CPSG 12101 Johnny Cake Ridge Road, Apple Valley, MN 55124-8151 USA</p> <p>Phone: +1 952 997 9800 Email: <a href="mailto:grants@amphibianark.org">grants@amphibianark.org</a></p> <p>_____</p> <p>(Signature)</p> <p>Date: _____</p>	<p>[<i>Director of recipient institution's details</i>]</p> <p>Phone: Email:</p> <p>_____</p> <p>(Signature)</p> <p>Date: _____</p>
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Amphibian Ark is bound by U.S. laws and regulations that prohibit having transactions with and providing material support or resources to individuals or groups that engage in or support acts of terror. The Grant recipient agrees that by becoming a grantee under this agreement, you represent and certify that you do not engage in or support, directly or indirectly, acts of terror.