MEMORANDUM OF UNDERSTANDING

Between Saffron Kitchen Project and [Partner Organization Name]

This Memorandum of Understanding ("MOU") is entered into by and between **Saffron Kitchen Project**, a nonprofit organization based in Athens, Greece, located at 29 Ithakis Street, Athens, hereinafter referred to as "SKP," and **[Partner Organization Name]**, hereinafter referred to as "the Partner." Collectively referred to as "the Parties."

1. Purpose

The purpose of this MOU is to establish the terms and conditions of the collaboration between SKP and the Partner for the regular provision of freshly prepared meals, with the shared aim of supporting vulnerable communities.

2. Scope of Collaboration

Under this agreement:

- SKP agrees to provide freshly cooked meals to the Partner on pre-agreed days and amounts.
- Meals will be available for collection only, from SKP's premises at 29 Ithakis, Athens, beginning at 13:00 - 17:00 each designated day.
- The Partner is solely responsible for the collection, transportation, storage, and distribution of the meals after they leave SKP's premises. SKP accepts no liability for the meals once collected.
- This collaboration is offered free of charge, and no financial exchange is required. However, the Partner is welcome to support the initiative through voluntary donations.

3. Commitments of Saffron Kitchen Project

SKP commits to:

- Providing freshly prepared meals that meet established health and hygiene standards.

- Ensuring meals are ready for collection at the agreed time and location.
- Communicating clearly with the Partner regarding changes in operations, closures, or emergencies.

4. Commitments of the Partner

The Partner agrees to:

- Collect meals from SKP's location on time and on the agreed-upon days.
- Ensure that meals are safely and appropriately handled post-collection.
- Communicate any changes to meal quantities no later than 12:00 PM on the Wednesday of the week prior to the scheduled delivery.
- Provide a minimum of one week's written notice if wishing to terminate the collaboration via email to evelina@saffronkitchenproject.org.
- In cases where a large number of portions are cancelled with less than one week's notice, SKP reserves the right to invoice the Partner to cover incurred costs.

5. Visibility and Communications

The Parties agree to:

- Allow the mutual use of each other's logos for the purposes of acknowledging the collaboration on websites and public materials.
- The Partner is expected to publish a minimum of two (2) social media posts per year recognizing the support received from SKP.
    - All public posts related to SKP must be submitted in advance for approval, including both visuals and written content, to ensure appropriate and respectful representation.

6. Feedback and Monitoring

To support transparency and continuous improvement:

- SKP will provide two feedback forms per year, which the Partner agrees to complete and return.

- Feedback gathered will be used to evaluate the effectiveness of the partnership and to inform future practices.

7. Shared Values, Safeguarding and Duty of Notification

The Parties confirm that they share a commitment to dignity, inclusion, non-discrimination, and the protection of vulnerable individuals.

The Partner agrees to:

- Operate in a manner consistent with SKP's ethos and safeguarding principles
- Have safeguarding procedures in place, or equivalent practices, appropriate to their work
- Ensure that staff, volunteers, or representatives involved in this collaboration are aware of safeguarding responsibilities

The Partner further agrees to inform SKP in a timely manner (and no later than 48 hours) if:

- Any safeguarding concern, allegation, or incident arises that may affect SKP, shared beneficiaries, or joint activities
- Any investigation or serious complaint is made relating to safeguarding, exploitation, abuse, or misconduct connected to the partnership

Safeguarding concerns relating to SKP must be reported to:
Gabriella Herberstein (Board Member**)** gabriella.herberstein@hotmail.com

Failure to disclose relevant safeguarding concerns may result in suspension or termination of the partnership.

8. Force Majeure

- Neither party shall be held liable or considered in breach of this agreement for any failure or delay in fulfilling their obligations due to circumstances beyond their reasonable control. These may include, but are not limited to: extreme weather conditions, public health emergencies, utility outages, transportation disruptions, strikes, or government-imposed restrictions.
- In such cases, the affected party must notify the other as soon as possible. Both parties agree to communicate openly and make reasonable efforts to resume normal operations as soon as circumstances permit.

9. Communication and Points of Contact

Each party agrees to designate one primary point of contact to ensure clear and consistent communication throughout the collaboration. Any operational updates, feedback, or changes related to meal quantities or schedules should be directed to the designated contact.

- **SKP Point of Contact:** [Insert Name, Title, Email, Phone]
- **Partner Point of Contact:** [Insert Name, Title, Email, Phone]

Updates to contact information should be shared promptly by either party.

10. Termination

Either Party may terminate this agreement at any time with a minimum of one (1) week's written notice. In the event of unnotified cancellations or repeated breaches of the agreed terms, SKP reserves the right to suspend or discontinue service.

SKP reserves the right to suspend or terminate this agreement immediately where safeguarding concerns, reputational risk, or serious breaches of shared values arise.

AGREEMENT AND SIGNATURES

By signing below, both Parties affirm that they have read, understood, and agreed to the terms of this Memorandum of Understanding.

For Saffron Kitchen Project
Name: _____
Title: _____
Signature: _____
Date: _____

For [Partner Organisation Name]
Name: _____
Title: _____
Signature: _____
Date: _____