

Collaborative Fellowship Agreement

The Board of Trustees of the Leland Stanford Junior University (“Stanford”), on behalf of its Stanford Impact Labs (“SIL”), awards a Fellowship in the amount of \$50,000 to City of Lake Elsinore (“Recipient”) for a project entitled Evidence For Policy Fellowship, under the direction of Adam Gufarotti.

Scope of Work and Deliverables

Recipient will use reasonable efforts to perform and provide the deliverables as outlined in this section (“Fellowship Program”).

Recipient shall:

- a. Participate fully in all Fellowship Program activities.
Recipient shall attend a two-day in-person kickoff workshop at Stanford University, virtual learning sessions (approximately monthly), and a two-day in-person closing workshop at Stanford University.
- b. Develop a project workplan and budget early during the Fellowship Program.
The first quarter of the Fellowship period will include setting goals for the Fellowship, identifying how you want to use evidence and data to support your efforts, and aligning staff time and human resources in support of this. Participants will identify what information/data they need, where they will get it, and how they might use it. Based on the above, participants will develop a workplan and budget for implementation, and decide on a final deliverable.
- c. Execute a data, evidence, or innovation project in close coordination with Stanford Impact Labs staff. During the remainder of the Fellowship, Recipient will implement the work plan. Some potential projects may include:
 - Conducting a needs assessment
 - Designing and piloting a new program or offering
 - Evaluating and improving current programs or services
 - Developing and implementing a framework to measure organizational impact
 - Building systems and approaches to enable a data-driven learning culture.
 - Collecting community or resident feedback on current services.

As part of the fellowship, Recipient may also actively work towards building relationships, and potentially formal partnerships, with researchers.

During this period of implementation, Recipient will have access to regular one-on-one support from Stanford Impact Labs staff and consultants. Recipient is expected to meet with Stanford Impact Labs staff and consultants at least once every month to update on progress and implementation plans.

- d. Deliver a final deliverable, and a final financial report

Agreement Number:

At the end of the Fellowship, Recipient will submit the final deliverable established at the beginning of the Fellowship period. Recipient will also submit a final report on spending.

e. Fellowship Reflection

Recipient shall submit a written Fellowship Reflection to SIL staff and engage in a reflection conversation with SIL staff.

Period of Performance

The period for this Fellowship will start on Nov 30, 2023 and end on Nov 29, 2024.

Payment

Payment for Fellowship will be issued quarterly. Recipient shall submit invoices for each quarterly payment. All invoices shall be submitted using Recipient's standard invoice and will include a reference to Agreement Number [Insert Agreement Number]. Invoices and questions concerning invoice receipt or payments shall be directed to:

Sharon Beckstrand
Stanford Impact Labs
Email: sbeckst1@stanford.edu

Use of Funds

The funding is designed as flexible resources to support Recipient's participation in the Fellowship and the activities of the Fellowship Program.

The funding may only be used within the scope of the Fellowship activities and workplan. Potential costs may include (but are not limited to):

- Conducting surveys, interviews or focus groups (compensating participants, printing materials, venue costs, catering, translation services, etc.)
- Travel and accommodation for the purposes of holding surveys, interviews, or focus groups
- Engaging consultants/contractors e.g. for developing data systems or dashboards.
- Engaging existing colleagues on staff for activities related to the Fellowship project
- Hiring temporary or part-time support for Fellowship activities
- Purchasing software, licenses, or otherwise upgrading organizational data infrastructure
- Professional training related to the project (e.g. data analysis)

Funds may not be used for:

- Construction or capital improvements
- Alcoholic beverages
- Lobbying (as described by tax code)
- Indirect costs in excess of 10%

Plans to sub-grant Fellowship funds (to local chapters of umbrella organizations, for instance) must be discussed and require the prior written approval of SIL staff.

Reporting

Recipient shall complete a one-hour end-of-Fellowship debrief with SIL staff and an end-of-Fellowship written reflection.

Agreement Number:

Written reflections may capture:

- Feedback on the Fellowship programming, content, etc.
- A detailing of the effectiveness and outcomes of the Fellowship Program
- A qualitative description of ways (positive/negative/null) the Fellowship or accompanying funding supported organizational priorities
- A reflection on how skills, tools, and resources from/during Fellowship contributed or might contribute in the future to long-term organizational goals
- A discussion of progress made in addressing a challenging social problem
- Suggestions for continued engagement with their cohort, Stanford Impact Labs, and Stanford University more broadly
- Specific recommendations for improvements to the Fellowship structure or content.

The written reflections will provide input into SIL's learning agenda as to how Stanford Impact Labs can best support social sector organizations to use data and evidence to drive social change.

At the end of the Fellowship, Recipient will provide a financial report of how the resources were spent.

Intellectual Property

Recipient owns the entire right, title, and interest to all tangible materials, inventions, works of authorship, software, information, and data solely conceived or developed by Recipient in the performance of the Fellowship Program and funded under this Agreement ("Recipient Outputs"). Recipient shall grant Stanford an irrevocable, royalty-free, non-transferable, non-exclusive right to access Recipient Outputs for non-commercial, academic, or research purposes. Stanford Impact Labs owns materials and information about the Fellowship program activities and outputs, in accordance with SIL's learning agenda around data and evidence to address social problems.

Use of Name

Neither party shall use the other party's name, trademarks, other logos, quotes, photos or other personal information in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Collaborative Fellowship Agreement for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Confidentiality

The parties agree that only Confidential Information required for performance of the Fellowship Program shall be exchanged. Confidential Information may include documents, materials or data provided by one party to the other in writing or other tangible form and marked as "Confidential." If a disclosure is made verbally, the disclosing party shall reduce such disclosure to writing marked as "Confidential".

Confidential information does not apply to research results, supporting data, or to information that:

- Is publicly available through no fault of recipient;
- Is disclosed to the recipient by a third party;
- Is already known to the recipient at time of disclosure; or
- Is developed by the recipient without reference to the Confidential Information; or
- Is required to be disclosed by law, regulation, or court order.

Agreement Number:

In the event that Confidential Information is exchanged, the parties agree to make no use of such Confidential Information except as necessary for performance of the Project or as otherwise allowed in this Agreement.

Liability

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or director's, to the extent allowed by law.

Laws and Regulations

Each party is subject to all local, state and federal laws and regulations applicable to its obligations under this Agreement.

Remedies and Dispute Resolution

Failure to comply with any of the terms of this Agreement shall constitute a breach of the Agreement. The breach of any terms of this Agreement shall entitle Stanford Impact Labs to appropriate remedies, including but not limited to:

- Reduction or termination of future funding installments
- Removal of the designation "xx Fellow" and the requirement that the Fellow cease using the Stanford Impact Labs name in connection with its activities.

If any dispute arises between the parties in connection with payments due under this Agreement and it cannot be resolved by mutual agreement after meetings between the parties, it will be finally settled under the JAMS Comprehensive Arbitration Rules and Procedures, by one or more arbitrators appointed in accordance with the Rules. Arbitration will be held in Palo Alto, California, or at some other mutually agreeable location.

Assignment

Neither party may assign this Agreement without the prior written consent of the other party.

Independent Contractors

Stanford and Sponsor are independent contractors and neither is an agent, joint venturer, or partner of the other.

Governing Law

This Agreement is governed by the laws of the State of California, without regard to its conflict of laws doctrine. Any legal action involving this Agreement or the Research Program will be adjudicated in the State of California.

The following authorized party representatives have executed this Agreement, including all its terms and conditions.

City of Lake Elsinore

The Board of Trustees of the
Leland Stanford Junior University

Agreement Number:

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name _____
Title _____
Date _____

Read and Understood:

Signature: _____
PI Name: _____
PI Title: _____
Date: _____