

**Memoranda of Understanding (MOU)**  
**between**  
**Sam Francis Foundation (SFF) and**  
**San Mateo County Office of Arts and Culture**

**Regarding Implementation of the**  
**SAM FRANCIS ARTS FUND**

**Introduction:**

This MOU has been created to address the following agreement between the Sam Francis Foundation (Donor) and the San Mateo County Office of Arts and Culture (Recipient) to create the **SAM FRANCIS ARTS FUND** to clearly outline the expectations and responsibilities of both parties. As this program will be implemented over the course of time (beginning November 1, 2025) this agreement will provide the basic guidelines for future reference. This agreement shall be governed by the laws of the State of California and may be amended by written agreement signed by each party. The effective date of this MOU shall be the date this has been fully signed and executed.

**The Purpose:**

Goal 1: The Sam Francis Foundation (SFF) pledges a total of \$10,000.00 (ten-thousand USD) plus a 5% administration fee to San Mateo County of Arts and Culture as seed money to establish the **SAM FRANCIS ARTS FUND** with a dedicated banking account or accounting category within the San Mateo County Office of Arts and Culture specifically for designated art programs. Ideally this would be an interest generating or escrow bank account for the funds to grow in value over the years to keep the program intact for as long as possible. This can also be a fund to encourage other individuals or organizations to contribute additional funds for the program.

Goal 2: An annual scholarship or donation to youth arts education programming will be disbursed for arts programming each year at the discretion the San Mateo County Office of Arts and Culture.

Goal 3: It is desired that this initial contribution by SFF will grow in perpetuity depending on rate of annual expenses and market growth.

### **Action Items:**

Action 1: The Sam Francis Foundation will transfer \$10,000.00 (ten-thousand US dollars) plus a 5% administration fee to a designated bank account (or a check can be written) for the San Mateo County Office of Arts and Culture. This will be transferred by December 15, 2025.

Action 2: The San Mateo County Office of Arts and Culture will be responsible to administer an annual gift (at its discretion) to one of its youth arts education programs. This gift will be separately identified with a branding logo for SFF and appropriate text in all press releases, announcements, and other printed or spoken credits with the appropriate description of the donation to the county.

Action 3: The San Mateo County Office of Arts and Culture's dedicated **SAM FRANCIS ARTS FUND** account will be managed internally within the San Mateo County Office of Arts and Culture. It is requested that the funds be placed in an investment account to yield a percentage of growth annually to pay for the programming expenses.

### **Roles and Responsibilities:**

Sam Francis Foundation (SFF):

1. Supply initial funds of \$10,000.00 (ten-thousand US dollars) plus a 5% administration fee totaling: **\$10,500.00.**
2. Supply logo for ongoing branding credit of donation and support.
3. Annual check-in with San Mateo County Office of Arts and Culture to review the budget and donation updates.

San Mateo County Office of Arts and Culture:

1. Establish fund account using investment received from SFF. Identify and donate to a specific youth arts program once annually in the amount of approx. \$1,500.00. (one-thousand five hundred dollars).
2. Report annually to SFF on the gift program and the status of the investment accrual account.

The Sam Francis Foundation is very pleased to support the excellent programming by the San Mateo County office of Arts and Culture with the implementation of the **SAM FRANCIS ARTS FUND**.

**Oversight and Review of Terms of Agreement:**

First Check-in Date: \_\_\_\_\_

Second Check-in Date: \_\_\_\_\_

**AGREEMENT Approved with the Following Dates and Signatures:**



11.17.2025

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\_\_\_\_\_  
**Sam Francis Foundation (SFF)**      (Designated authorized signature)      Date

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**San Mateo County Office of Arts and Culture**      Date

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