

**ATTACHMENT 1: MCDC Scope of Services January 2021 – December 2021**

Key Terms:

C4CS: Center for Community Stewardship (fiscal agent)

CBOs: Community Based Organizations

CIDs: Cooperatives in Development

MCDC: Madison Cooperative Development Coalition (Lead organization)

	<b>Service</b>	<b>Description</b>	<b>Key Activities</b>	<b>Amount</b>
1	Fiscal Agent & Financial reporting: C4CS	FA will provide accounting services to MCDC and will submit regular reports to the City of Madison and the MCDC Board	<ul style="list-style-type: none"> <li>● Accounting &amp; Tax Preparedness</li> <li>● Monthly financial statements to MCDC Board</li> <li>● Hiring organization for MCDC Organizational Development person (part-time position)</li> <li>● Quarterly and annual reports to City</li> <li>● Timely disbursement to CBOs, CIDs and service providers</li> <li>● Development of disbursement policies and procedures</li> </ul>	\$30,000
2	Organizational Development Position (ODP) (20 hours week): Employed by C4CS	Funding will support the administrative and coordination functions that are essential to making MCDC a sustainable entity. These include but are not limited to (1) organizational marketing, (2) administration, (3) fund development, (4) data management, (5) reporting to City and Board, (6) program design and development coordination, (7) resource management	<ul style="list-style-type: none"> <li>● Work to make MCDC an official organization</li> <li>● Website Maintenance</li> <li>● MCDC 101 Workshop Support</li> <li>● Maintain social media presence</li> <li>● Quarterly and annual program reports to City</li> <li>● Maintain Preferred Provider list</li> <li>● Provide governance support and coordination to Board and advisory committee</li> <li>● Coordinate CBO and CID intake</li> <li>● Maintain calendar of MCDC programs</li> <li>● Marketing of MCDC (strategy, website, flyers, content development, coordination and maintenance of social media, PR, etc.)</li> <li>● Fund development</li> <li>● Maintain records of MCDC metrics</li> </ul>	\$30,000
3	Lead Cooperative Developer (Full Time) Employed by UW Center for Cooperatives	Staff services to include program design support to ensure equitable content, outreach to community, connectors to resources, workshops and trainings for people and organizations interested in Worker Cooperatives, and one-on-one support for CIDs	<ul style="list-style-type: none"> <li>● Employed by UW Center for Cooperatives</li> <li>● Housed in the UW Center for Cooperatives</li> <li>● MCDC 101 Workshop Support &amp; Development</li> <li>● Provide content to Organizational Dev Position (ODP) to use on social media</li> <li>● Produce quarterly and annual program reports to ODP</li> <li>● Provide one-on-one technical support for CIDs and CBOs</li> <li>● Collect CBO and CID intake forms</li> </ul>	\$91,466

			<ul style="list-style-type: none"> <li>● Support Board and ODP in marketing of MCDC programming and resources</li> </ul>	
4	Community-based Organization (CBO) Development Grants	MCDC will provide funding to member CBOs/Unions for providing cooperative development services to their constituency. Funds will include covering items such as staff time for community organizing, developing workshops, and providing education and technical assistance to Cooperatives in Development (CIDs).	<ul style="list-style-type: none"> <li>● Funding between \$1000-\$30,000 for organizing and developing cooperatives</li> <li>● Promote and recruit CBOs to apply (LCD)</li> <li>● EB will accept CBO grant requests. CBO's provide light cooperative development service and referrals to Lead Cooperative Developer</li> <li>● We expect a variety of funding levels depending on the CBO/Union's capacity</li> <li>● All CBO work will be coordinated in partnership with MCDC and will complement the goals of MCDC</li> </ul>	\$60,000
5	Cooperatives in Development (CIDs) Technical Assistance and training and development scholarships	CIDs can apply for funding to cover the cost of their technical assistance needs (e.g. legal, financial, business planning, accounting assistance, etc.). MCDC will maintain a preferred provider list of technical assistance providers. This list will include MCDC members and others. Funds for scholarships for coalition members and partners to attend cooperative development conferences and training opportunities.	<ul style="list-style-type: none"> <li>● Track and report number of CIDs</li> <li>● Process payments to CIDs (ODP)</li> <li>● Type of technical assistance provided dependent on the need of CID</li> <li>● Coordinate with UW Center for Cooperatives to have a list of preferred providers (LCD and ODP) and pro-bono support in addition to paid technical assistance</li> <li>● Technical assistance for costs associated with daycare and other wraparound services will be considered</li> <li>● Hours of technical assistance provided are dependent on the project but will be recorded</li> </ul>	\$68,534
6	Industry and Place-based Analysis	Funds to develop a pipeline of potential cooperative business ideas via targeted industry and place-based analysis.	<ul style="list-style-type: none"> <li>● UW Center for Cooperatives will give guidance and oversight of this analysis</li> <li>● Funding will be available for use for specialized reports and outreach to the manufacturing community</li> </ul>	\$5,000
7	Training & Development Scholarships		<ul style="list-style-type: none"> <li>● Funding for conferences and specialized cooperative training for MCDC staff and CIDs will be available on a case by case basis</li> </ul>	
8	MCDC Coalition Expenses	Funds for costs associated with organizing training opportunities	<ul style="list-style-type: none"> <li>● Funding for administrative costs of making MCDC an organization</li> </ul>	\$15,000

	<p>for CIDs and MCDC members (e.g. planning, room rental, trainers, program marketing), publishing, and other direct expenses incurred by the coalition.</p> <p>Funds for development of curriculums and educational opportunities for CIDs and Coop Development Staff in the management and creation of MCDC</p>	<ul style="list-style-type: none"> <li>• Funding for curriculum creation to be partnered with other funds to create standardized curriculum</li> </ul>	
	Total		\$300,000