



SAN JUAN COUNTY COMMISSION

Silvia Stubbs	Chair
Lori Maughan	Vice-Chair
Jamie Harvey	Commissioner
Mack McDonald	Administrator

Memorandum of Understanding (MOU) San Juan County Rural County Grant Program

This MOU outlines the shared understanding between San Juan County, through its Community Economic Development (CED) Board, and Juniper Massage and Wellness LLC regarding the implementation of a Tier 3 grant award through the Rural County Grant Program. This MOU is intended to confirm funding, timelines, and expectations for collaboration in support of a successful project that aligns with the goals of economic development and community benefit in San Juan County.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Project Scope of Work

Juniper Massage and Wellness LLC agrees to complete the following project:

Juniper Massage and Wellness LLC will use this grant to expand sound healing services in San Juan County. Grant funds will be used to purchase professional sound healing instruments—including crystal singing bowls, a gong, and chimes—along with storage and transport equipment, and comfortable seating to support both private sessions and group events.

The new equipment will allow Juniper Massage and Wellness to increase the number of private sound healing appointments offered in-office each week. It will also support the launch of larger community sound bath events held at public venues such as libraries, community centers, outdoor gathering spaces, and other accessible locations throughout the county. These events will be open to both local residents and visitors, with pricing designed to encourage participation while contributing to local economic activity.

This expansion will open new revenue opportunities, support business growth, and increase access to holistic wellness services across the region.

Project Timeline

Juniper Massage and Wellness LLC agrees to complete the following project:

Month 1 – Procurement & Planning

- Purchase sound healing instruments, seating, and travel/storage equipment.
- Identify community venues such as libraries, community halls, and outdoor spaces.
- Finalize marketing and outreach plan, including social media, flyers, and partner promotion.

Months 2–3 – Service Expansion & Pilot Events

- Increase availability of private sound healing sessions already offered in the Juniper Massage and Wellness office.
- Launch small-scale community sound baths at selected venues.
- Collect participant feedback and adjust session format as needed.
- Begin collaborating with local wellness providers and tourism businesses.

Months 4–8 – Community Growth & Regular Scheduling

- Expand to larger group sound baths (20+ participants) in public venues.
- Establish a consistent schedule for private appointments and public events.
- Continue targeted outreach and develop offerings for schools, nonprofits, and community organizations.

Review & Long-Term Planning

- Track attendance, financial performance, and community interest.
- Evaluate long-term opportunities for growth and partnership.
- Complete a final summary and present outcomes to the CED Board.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Funding Structure

The total grant award is \$2,300. Because the approved budget consists solely of equipment purchases, and these items can be verified through receipts upon purchase, 100% of the award will be disbursed up front upon execution of this MOU.

The business agrees to submit all itemized receipts and supporting documentation for the purchases to San Juan County within 45 days of expenditure, or no later than the project completion deadline (April 28, 2026).

Juniper Massage and Wellness LLC has met the required 10% match (\$230) through cash match.

Juniper Massage and Wellness LLC will be responsible for any costs exceeding the award amount. All funds must be used for eligible activities as outlined in the approved application.

Use of Funds and Retention Requirements

To ensure that the impact of grant funding remains within San Juan County, the following conditions apply:

Equipment Retention:

Any equipment purchased with grant funds must be retained and used for its intended business purpose for a minimum of three (3) years from the date of purchase. Equipment may not be sold, transferred, or repurposed during this period without written approval from San Juan County.

Business Ownership:

The recipient agrees not to sell, transfer, or dissolve the business receiving grant funds for at least three (3) years following receipt of the award, unless authorized in writing by San Juan County.

In the event of unforeseen circumstances — such as involuntary business closure, sale due to health reasons or death, or other events outside the business owner's control — the County may, at its sole discretion, waive or modify the retention requirements.

The recipient or their representative must notify San Juan County in writing as soon as reasonably possible, including any documentation that supports the request for exception. Each case will be reviewed individually.

These requirements are in place to protect the integrity of the grant program and ensure long-term benefit to the community.

Reporting Requirements

Ongoing reporting will be required throughout the project period to ensure transparency and alignment with program goals. All reports will be submitted to:

Talia Hansen

Economic Development Manager

Email: thansen@sanjuancountyut.gov

Key Reporting Expectations:

- **Quarterly Reports:**

Submitted using a provided template and include:

- Updates on project development
- Business status and challenges
- Grant-related expenses aligned with the application

- **Project Documentation:**

Businesses must maintain:

- Photos documenting key phases of the project
- Organized receipts and invoices for all eligible purchases

- **Final Report & CED Board Presentation:**

Due upon completion or by **April 28, 2026**, whichever comes first. The final report must include:

- Full project summary
- Number of jobs created
- Financial reconciliation and documentation
- Impact statement

Awardees will be scheduled to present their final project to the CED Board. A board meeting schedule will be provided.

Reporting Timeline

Quarterly

Report Type	Reporting Period	Due Date
Q3 2025 Report	April 28 – July 31, 2025	August 5, 2025
Q4 2025 Report	August 1 – October 31, 2025	November 5, 2025
Q1 2026 Report	November 1, 2025 – January 31, 2026	February 5, 2026
Q2 2026 Report	February 1 – April 27, 2026	May 5, 2026

Final Report

Final Report	Full project summary and presentation	Due by April 28, 2026 or earlier if completed before that date
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Verification & Compliance

By signing this MOU, the grant recipient agrees to the following:

I authorize the San Juan County CED Board to verify the information provided in this application and accompanying documentation. I agree to provide any necessary information or records upon request to confirm compliance with the grant requirements. If awarded, I understand I will receive a 1099 from San Juan County for funding received and agree to retain documentation related to this application and any use of grant funds for at least five (5) years.

By signing below, both parties acknowledge and agree to the shared understanding outlined in this MOU regarding project scope, funding structure, and reporting responsibilities.

Silvia Stubbs
Commission Chair

Cassidy Sonderegger
Owner, Juniper Massage and Wellness LLC

Date

Date

Attachment A - Budget

San Juan County Rural County Grant Program Budget

Project Title: Sound of Healing for Rural Wellness

Grant Tier: Tier 3:Up to 10

Economic Development Project or Activity	Total Estimated Cost	Matching Funds
Gongs, gong stand, gong mallet and chimes, singing bowls - may be adjusted based on pricing changes and grant award.	\$ 2,300.00	
Cash Matching Funds		\$ 230.00
	<u>\$ 2,300.00</u>	<u>\$ 230.00</u>
Total Project Costs	<u>\$</u>	<u>2,530.00</u>

Instructions:

1. Download this file to fill it out for your project. File > Download > Microsoft Excel (.xlsx)
2. Fill in the Project Title
3. Describe or title your projects and activities
4. Select the Tier you are applying for.
5. Enter your total estimated costs per project and activity
6. Enter the amount of grant funds you will use for each project and activity. The total of grant funds will calculate in cell E6 and may not exceed the maximum amount of the tier you are applying in.

Note: Matching funds are required for the SJC Rural County Grant Program. Tier Costs incurred in order to complete proposed projects and activities over and above the awarded amount of will be paid for by the applicant through match funds or other funding sources.