

Community Partner Guidelines & Memorandum of Understanding (MOU)

Community Information Commons | Empower Media Exchange (EMX)

Purpose

The Community Information Commons (“The Commons”) is a collaborative information-sharing platform managed by Empower Media Exchange (EMX). The goal of The Commons is to strengthen local communication networks, foster belonging and ensure that community-based organizations have equitable access to public storytelling and information distribution channels.

As a Community Partner, your organization will have the opportunity to share timely, relevant and informative materials with audiences across the Front Range through EMX’s integrated media ecosystem, including *Front Range Focus* and the Weekly Focus newsletter.

Eligibility & Participation

Community Partners include nonprofit organizations, community coalitions, educational institutions, healthcare providers, local and statewide agencies, advocates and grassroots initiatives that share EMX’s values of transparency, equity, inclusion and public trust.

To participate:

1. Complete the **Community Partner Information Form** and agree to the **Memorandum of Understanding (MOU)** outlined below.
 2. Submit materials via community@coloradofocus.com.
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Types of Materials Accepted

Community Partners may submit the following for consideration and distribution:

- **Press Releases:** Announcements of events, initiatives or newsworthy updates.
- **Community Notes:** Brief write-ups (300–500 words) highlighting programs, opportunities or success stories.
- **Editorials/Opinion Pieces:** Articles of approximately 800 words that offer perspective, insight or advocacy on community issues.
- **Flyers or Announcements:** Visual materials suitable for digital publication or inclusion in community listings.

All submissions must adhere to EMX's [Editorial and Ethical Guidelines](#), which prohibit discriminatory, defamatory or promotional content that conflicts with EMX's mission or legal obligations.

Distribution Channels

Approved materials will be distributed through:

- The ***Front Range Focus*** “Community” page
- A link to the *Front Range Focus* “Community” page, embedded in the “**Weekly Focus**” newsletter
- Cross-posting or multimedia features as determined appropriate by EMX editorial staff

All distributed materials remain publicly accessible as part of The Commons archive and may be shared across EMX's extended partner networks.

Community Partner Benefits

- **No-cost distribution:** EMX does not charge Community Partners for inclusion in The Commons.
 - **Visibility & amplification:** Access to a region-wide readership through print, digital and multimedia platforms.
 - **Advertising discount:** Community Partners receive a **5% discount** on multimedia advertising and newsletter features.
 - **Editorial support:** Partners may receive light editing or formatting assistance to ensure alignment with publication standards.
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Legal & Editorial Terms

1. **Ownership & Rights:**
 - The submitting organization retains ownership of all submitted materials.
 - By submitting, the organization grants EMX a **non-exclusive, royalty-free license** to edit, publish, distribute and archive materials across its platforms for the purpose of public information sharing.
2. **Editorial Discretion:**
 - EMX reserves the right to edit, decline or remove any content that does not meet editorial standards or aligns poorly with The Commons' mission of inclusivity and factual accuracy.
3. **No Compensation or Financial Obligation:**
 - Participation is voluntary. EMX will not provide or accept payment for submissions to The Commons.

4. **Accuracy & Representation:**

- Community Partners are responsible for ensuring all information provided is accurate, current and authorized for publication.
- Partners agree to promptly notify EMX of any errors or requested corrections.

5. **Indemnification:**

- Community Partners agree to indemnify and hold harmless Empower Media Exchange, its officers, employees and affiliates from any claims, damages or liabilities arising from submitted materials, including but not limited to copyright infringement or misrepresentation.

6. **Term & Termination:**

- This agreement remains in effect until terminated in writing by either party. EMX reserves the right to discontinue the partnership at any time with written notice if submissions violate these terms or editorial standards.

Attribution & Acknowledgment

Community Partners will be credited by organization name on published materials, and may publicly identify themselves as a “Community Information Commons Partner.”

EMX may highlight Community Partners periodically in its promotional or storytelling initiatives to demonstrate collective impact.

Community Information Commons Partners are encouraged to display the logo below to identify their role as leaders in community engagement:



**Community
Information
Commons Partner**