TEMPLATE – MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

Between

<Partner>

And

<Partner>

This memorandum of understanding (MOU) sets the terms and understanding between the <partner> and the <partner> to <insert activity>.

**Background**

<State why the partnership is important.>

**Purpose**

This MOU will <state purpose/goals of partnership>.

The above goals will be accomplished by undertaking the following activities:

* <List and describe the activities that are planned for the partnership and who will do what.>
* Etc.

**Reporting**

<State who will evaluate effectiveness and adherence to the agreement and when evaluation will happen.>

**Funding**

<Specify if this MOU is a commitment of funds or not.>

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from <list partners>. This MOU shall become effective upon signature by the authorized officials from the <list partners> and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from <list partners> this MOU shall end on <end date of partnership>.

**Contact Information** (List all partners’ contact information)

<Partner name>

<Partner representative>

<Position>

<Address>

<Telephone>

<Fax>

<E-mail>

<Partner name>

<Partner representative>

<Position>

<Address>

<Telephone>

<Fax>

<E-mail>

|  |  |  |
| --- | --- | --- |
| <Partner signature> |  | <Date> |
| <Partner name>  <Partner organization>  <Position> |  | Date |

|  |  |  |
| --- | --- | --- |
| <Partner signature> |  | <Date> |
| <Partner name>  <Partner organization>  <Position> |  | Date |