Memorandum of Understanding

Between

*(Partner)*

and

*(Partner)*

This Memorandum of Understanding (MOU) sets for the terms and understanding between the *(partner)* and the *(partner)* to *(insert activity)*.

Background

*(Why partnership important)*

Purpose

This MOU will *(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)*

Reporting

*(Record who will evaluate effectiveness and adherence to the agreement and when evaluation will happen)*

Funding

*(Specify that this MOU is not a commitment of funds)*

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

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

Date:

*(Partner signature)*

*(Partner name, organization, position)*

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

Date:

*(Partner signature)*

*(Partner name, organization, position)*