

**SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)<sup>1</sup>**  
RETURN TO TOC

This Memorandum of Understanding (MOU) establishes a type of partnership between **your organization and partnering organization**.

**I. Mission**

- Brief description of your organization's mission. You might want to also include a sentence about the specific program if applicable.
- Brief description of partnering organization's mission.
- Together, the Parties enter into this Memorandum of Understanding to mutually promote described efforts that this partnership will promote e.g. health care or workforce development. Accordingly, your organization and partnering organization, operating under this MOU agree as follows:

**II. Purpose and Scope**

Your organization and partnering organization: Describe the intended results or effects that the organizations hope to achieve, and the area(s) that the specific activities will cover.

- Why are the organizations forming a collaboration? Benefits for the organization?
- Who is the target population?
- How does the target population benefit?

Include issues of funding if necessary. For example, "Each organization of this MOU is responsible for its own expenses related to this MOU. There will/will not be an exchange of funds between the parties for tasks associated with this MOU."

**III. Responsibilities**

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each **organization are:**

- List contact persons with address and telephone information
- The organizations agree to the following tasks for this MOU:
  - Your organization will:
    - list tasks of your organization as bullet points
  - Partnering organization will:
    - list tasks of partnering organization as bullet points
  - Your organization and partnering organization will:
    - list shared tasks as bullet points

**IV. Terms of Understanding**

The term of this MOU is for a period of *(insert length of MOU)* usually 1-3 years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least *(insert how often)*, usually annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

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<sup>1</sup> National Networks Regional Technical Assistance Program (RTAP). (year unknown). Sample Memorandum of Understanding. Downloaded from: <http://www.hud.gov/offices/hsg/mfh/nnw/partnerships/partnershipsresources/nnwpartnermou.pdf> on September 8, 2008.

**Authorization**

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Your organization:

\_\_\_\_\_  
Name Date  
Title  
Organization

Partnering Organization:

\_\_\_\_\_  
Name Date  
Title  
Organization