

MEMORANDUM OF UNDERSTANDING (MOU)

A Memorandum of Understanding, while not a legally binding document, does indicate a voluntary agreement to assist in the implementation plans of a grant funded collaborative project. The agreement is between the lead agency/applicant and a partnering entity. It generally defines the overall program goals and describes the collaborative nature and relationship between the identified project and MOU-referenced participant.

The initial paragraphs should contain the following information:

- **Name of project**
- **Name of agencies involved in the MOU**
- **Identification of funding source**
- **Identification of grant period**
- **Project goals and key services to be provided**
- **Project outcomes to be addressed**

The body of the MOU should include the following five areas:

- 1) **Term and conditions of the MOU should address the timeframe of agreement and, if applicable, timetable for renewing commitment.**
- 2) **Identification of roles and responsibilities of the lead agency.**
- 3) **Identification of roles and responsibilities of the partnering agency.**
- 4) **Termination clause is very important as it defines how the agreement can be ended (i.e. by written 30 day notice).**
- 5) **Signatures of the agency representatives, including date signed, is located at the end of the MOU.**

SAMPLE

MEMORANDUM OF UNDERSTANDING BETWEEN

NON PROFIT AGENCY AND COMMUNITY BASED ORGANIZATION

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement to assist in the implementation of the plans described in the “Title of Project”, a substance abuse prevention demonstration grant targeting high risk female adolescent populations. This grant is funded through the Department of Health and Human Services, Public Health Service, Substance Abuse and Mental Health Services, center for Substance Abuse and is expected to have a three year funding cycle.

Overall Project Goals, Services and Outcomes: very brief program overview

Term One: This MOU shall begin upon grant funding approval. The agreement is renewable from year to year, unless either party gives notice of intent to withdraw from the project.

Term Two: Agency Provisions: In addition to continuing the on-going program planning and review process of “Title of Project” the non-profit organization will provide the following services in specific support of this project:

- a.
- b.
- c.
- d.

Term Three: Agency Provisions: In addition to participating in the on-going planning and review process of the above mentioned project, the community based organization will provide the following services in specific support of this project:

- a.
- b.
- c.
- d.

Term Four: Termination: This MOU may be terminated by either party, for any reason, by giving 30 days written notice.

Non-Profit Agency Signature

CBO Agency Signature

Title

Title

Date

Date

SAMPLE LETTER OF SUPPORT

KNXV-TV12

September 8, 2003

Ms. Karen Mills
Associate Dean of Instruction
Rio Salado Community College
640 N. First Avenue
Phoenix, Arizona 85003

Dear Karen:

We at KNXV-TV, FOX 12 are thrilled about the opportunity to pin with Rio Salado Community College and its partners in your new community literacy project: "Neighborhoods That Read!"

The **Learn to Read** program is a strong one and by combining the power of broadcast with the personal touches offered by this new project, I feel confident that we are venturing into a community wide partnership that will be most effective in stamping our illiteracy in Phoenix.

In support of the project, KNXV-TV will:

- **Air "Learn to Read" three times in year one**
- **Air PSA's to market "Neighborhood That Read" to the greater Phoenix area**
- **Secure collateral materials for the telephone tutoring and project staff**
- **Produce an instructional video illustrating the project to be used in marketing to potential sponsors.**

We look forward to working with you in this worthwhile venture.

Sincerely,

Raymond Hunt
VP/General Manager