

Memorandum of Understanding

between

(Partner)

and

(Partner)

This Memorandum of Understanding (“MOU” or “Agreement”) sets the terms and understanding between (partner) and (partner) to (description of activity).

1. Background

(General description of the Agreement)

2. 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)

3. Contact Information

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

4. Roles and Responsibilities of the Parties

(Describe partners' responsibilities under this Agreement)

5. Funding

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

6. 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 a partnership).

Partner name
Organization, position
Date

Partner name
Organization, position
Date