

Appendix G: Sustainability Plan and MOU Template

Sustainability and MOU Template

Summary of MOUs (Community Partners that contribute to your program) – this document is also in the Application and is required.

Please fill in the table with the information provided by the MOUs.

Community Partner	Contribution (detail)	Staff Provided	In-kind value	Sites Served
TOTAL:				

Memorandum of Understanding (MOU)

TEMPLATE

MEMORANDUM OF UNDERSTANDING (MOU) between

_____ *[insert name of Program]*

and

_____ *[insert name of Partner]*

This is an agreement between “Program”, hereinafter called _____ and “Partner”, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to....

In particular, this MOU is intended to:

Examples:

- » Expand access to programming for more youth
- » Enhance students’ learning through enrichment
- » Provide meals
- » Provide transportation to and from program/field trips
- » Evaluate the program

II. BACKGROUND

Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.

III. PROGRAM RESPONSIBILITIES UNDER THIS MOU

[Program] shall undertake the following activities:

IV. PARTNER RESPONSIBILITIES UNDER THIS MOU

[Partner] shall undertake the following activities:

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification
2. Termination

VI. FUNDING

This MOU does (does not) include the exchange of funds between the two parties.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from (date) _____ to (date) _____.

The Program and Partner indicate agreement with this MOU by their signatures.

Signatures and dates

[Insert name of Program]

[Insert name of Partner]

_____ Date

_____ Date