Iowa Nita M. Lowey 21st Century Community Learning Centers (Title IV, Part B) – MOU Summary & Template

This resource provides a summary of Memorandum of Understanding (MOU) agreements from community partners that contribute to your program. ***Note:*** *This document is also in the Application and is required.*

Use the table below to consolidate MOU plans/amounts and fill out as many copies of the provided template as needed with various community partners to help ensure sustainability. ***Note:*** *A minimum of 5 is required.*

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 items below.

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

_____ shall undertake the following activities:

IV. PARTNER RESPONSIBILITIES UNDER THIS MOU

_____ 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