

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 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

[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