

SAMPLE TEMPLATE

MEMORANDUM OF UNDERSTANDING (MOU) between

_____ [insert name of Party A]

and

_____ [insert name of Party B]

This is an agreement between “Party A”, hereinafter called _____ and “Party B”, 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:

- Enhance
- Increase
- Reduce costs
- Establish

II. BACKGROUND

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

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples:

- Develop
- Deliver
- Share

- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

Examples:

- Develop
- Deliver
- Share
- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

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 reimbursement 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) _____.

Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

[insert name of Party A]

[insert name of Party B]

_____ Date

_____ Date

Adapted from USDA.gov - http://www.nal.usda.gov/fsn/Guidance/mou_example_final.pdf