## 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