**MEMORANDUM OF UNDERSTANDING**

**[Name of Project/Collaboration]**

The following Memorandum of Understanding (MOU) sets forth the terms of agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**PARTIES TO AGREEMENT:**

Organization #1 Organization #2

Address Address

City, ST Zip City, ST Zip

**PURPOSE OF AGREEMENT:**

This Agreement serves to establish a cooperative partnership and collaboration between the above parties and to set for the relative responsibilities of the said parties, insofar as they relate to the provision of comprehensive services to eligible clients for the **[name of program or partnership being developed under this agreement]** program operated by **[name of agency or agencies sponsoring the program],** as outlined by the requirements of the **[if the partnership satisfies requirements for a particular grant, include the name of the grant or funding agency here, if there isn’t a grant program include the name of the collaboration or partnership]**.

All parties will work in collaboration, specifically targeting individuals **[target population]** from the **[name of program/facility]** to satisfy the program provisions of said collaboration.

**PROGRAM DESCRIPTION:**

Provide a detailed description of the program and/or partnership and the intention of the project. Include how the project’s activities will be delivered, specific target population, and geographic area.

**AGREEMENT DURATION:**

Provide a time frame for how long the agreement will be in effect. If the project is more than one year, include a statement about an annual renewal of the agreement.

**IDENTIFICATION OF RESPONSIBILITIES:**

List clear and detailed description of the key roles of each party involved in the collaboration. State what each agency is willing and capable of doing under the provisions of this collaboration. It is best to include a brief statement about each agency and the history of working together prior to detailing each organization’s role.

**SERVICES TO BE PROVIDED UNDER THE AGREEMENT:**

State the services to be provided under the agreement, i.e. referrals from the youth services program to the domestic violence/sexual assault program for services, the provision of monthly groups about healthy relationships, provide intensive case management to address family reunification, etc. Use the language from agency summaries or mission statements for collaboration.

**RESOURCES TO BE PROVIDED UNDER THE AGREEMENT:**

State the specific resources that will be provided under the agreement. This might include the provision of in-kind resources such as space, materials, staff, or volunteers. This would also include financial resources that would be exchanged. The amount, process, and frequency of this exchange would be clearly defined.

**METHODS OF REFERRALS:**

1. Discuss guidelines and the process for how clients will be referred.
2. Indicate how resources will be shared among the collaborative.

**CONFIDENTIALITY and SAFETY PROTOCOLS:**

Many funding announcements/request for proposals that involve service provision to victims of domestic violence and sexual assault require that victim confidentiality and privacy be protected. It would be helpful for all parties subject to this MOU detail how this will be achieved by and between each organization as information is shared and cases reviewed.

**MEASURES OF SUCCESS:**

Detail specific data points that will be collected and the process for doing so. This might include a firm commitment of the number of clients, or a range of clients (30-40), anticipated to receive services, the frequency of data collection and key benchmarks (ex: quarterly, as exit from services), and how it will be reported. It is also good to include how the lead organization will report the data back to the collaboration.

**EXCHANGE OF INFORMATION:**

All information acquired by the community-based organizations will be mutually shared among said parties to avoid duplication of services. This information will be shared only to the extent permitted by regulations requiring confidentiality of participant records.

**DESIGNATED LINKAGE:**

Defines how the partnership will work. Partners can indicate in this section how governance of this partnership/collaboration will be managed, through either monthly or bi-monthly meetings and with designated Points of Contacts that would state the title of the person rather than the individual’s name.

**PROCEDURES FOR AMENDMENTS:**

This agreement and any amendments thereof shall remain in effect until terminated by either party upon thirty (30) days written notice to the other party.

**TERMS OF THE AGREEMENT:**

Indicate the circumstances that would constitute a breach of agreement and render the agreement null and/or void. This might also include a process for grievance management.

**SIGNATURES:**

The MOU should be signed off on by representatives from each partner and any other individual with senior administrative responsibilities or oversight of the collaboration established by this agreement.

**NOTE:** If this MOU will be submitted along with a grant application, ensure that all required signatures are met under the funding announcement/request for proposals.

**AGREED:**

**Printed Name Signature Title/Organization Date**