**Memorandum of Understanding**

[Insert Names of Organizations]

[Insert Date]

This document describes the agreed upon responsibilities and expectations between the [Organization #1] and [Organization #2]. The purpose of this project is to [Insert Purpose].

**RESPONSIBILITIES AND EXPECTATIONS**

**For this project [Organization #1] agrees 2:**

* Insert responsibilities here.

**For this project [Organization #2] agrees 2:**

* Insert responsibilities here.

**DISBURSEMENT OF PROJECT FUNDS**

In order to receive payment [organization name] must submit [insert description of required documentation and frequency of invoices] within [insert number] business days. [organization name] will disburse the requested funds to the partner organization.

All invoices shall be forwarded to the following address and contact:

[insert name and address]

**TIME PERIOD**

This Memorandum of Agreement shall remain in place from [insert date] through [insert date] unless modified in writing before that date.

**TERMINATION**

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to both organizations and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Agreement. *(Signed copy on file and available upon request)*

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[insert name/title/organization] Date

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[insert name/title/organization] Date

Attachment A

SAMPLE Partnering Organization Reporting Form

Reporting Date: Month Date, Year

Organization Name: ORGANIZATION NAME

Project Sub-Award Budget:

Category 1 Amount

Category 2 Amount

Category 3 Amount

Funds Used to Date: [Insert dollar amount]

**Brief Overview of Project Partnership:** (See Project Proposal).

***Summary of Activities Since Previous Reporting Period:***

During this past quarter we have engaged in and/or completed the following activities –

1. Activity 1: [Insert short narrative]
2. Activity 2: [Insert short narrative]
3. Activity 3: [Insert short narrative]

For this report period, project funds were used in the following manner (*please attach any invoices or copies of receipts for purchases made with this funding)* –

Category 1 Amount

Category 2 Amount

Category 3 Amount