



Memorandum of Understanding

Between

(Partner)

and

(Partner)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the (partner) and the (partner) to (insert activity).

Background

(Explain why the partnership is important)

Overview of the project, activities, and goals

(Summarize activities, authorization, goals, outcomes and target clientele)

This MOU will (purpose/goals of partnership)

The above goals will be accomplished by undertaking the following activities:
(List and describe the activities that are planned for the partnership and who will do what- Action Plan)

The intended outcome of the project is (List the intended outcomes of the project)

The clientele to be served under this agreement is (Identify the clientele for linkages; who will the partnership serve.)

Responsibilities

(Summarize the general responsibilities of your agency, what your agency will do, etc. Summarize the general responsibilities of your partner; what your partner agency will do, etc.)



Reporting

(Record who will evaluate effectiveness and adherence to the agreement, the process to be used for the evaluation and when evaluation will happen)

Funding

(Specify that this MOU is not a commitment of funds- In-kind services are permitted with approval from the Virginia Literacy Foundation)

Modification and Termination

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on (end date of partnership).

Contact Information

Partner name
Partner representative
Position
Address
Telephone
Fax
E-mail

Partner name
Partner representative
Position
Address
Telephone
Fax
E-mail

Authorization

The signing of this Memorandum of Understanding is not a formal undertaking. It implies that the signatories will strive to reach to the best of their ability, the objectives stated in the Memorandum of Understanding.

On behalf of the organization I represent, I wish to sign this Memorandum of Understanding and contribute to its further development.

_____ Date:

Virginia Literacy Foundation (Adapted from WVadulted)
Wednesday, February 27, 2019



(Partner signature)
(Partner name, organization, position)

_____ Date:
(Partner signature)
(Partner name, organization, position)