



## ***Memorandum of Understanding***

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*We are looking forward to a partnership with your organization. This agreement between [name of your organization] and [name of partner organization] specifies the expectations of the partnership. The partnership is in effect from [date] to [date].*

### ***Partnership Goals***

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[Name of your organization] and [name of partner organization] agree to work together to:

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### ***Roles and Responsibilities***

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[Name of your organization] agrees to:

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[Name of partner organization] agrees to:

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### ***Finances and Liability***

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[Name of your organization] agrees to:

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[Name of partner organization] agrees to:

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### Evaluation

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We agree to use these criteria to identify whether the partnership is achieving its goals:

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[Name of your organization] will:

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[Name of partner organization] will:

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### Communication

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We commit to open and regular communications:

[Fill in details]

- [Who—name or job title—in each organization will be primarily responsible for the ongoing communication?]
- [How, and how often, will the communication take place?]

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Your organization (signature and date)

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Partner organization (signature and date)