

Creating a Memorandum of Understanding (MOU)

As a supplement to our [Funding Toolkit](#), this document provides language and an outline that you can put on your letterhead and use as a guide to create a memorandum of understanding with a partner(s).

Memorandum of Understanding

I. Purpose

[Applicant X], [Partner 1], and [Partner 2] have come together to collaborate and to make an application for [name of Grant or Program] on or before [application due date]. The Partners, [repeat Applicant and Partner names], have agreed that [Applicant X] will be the lead agency and named applicant, and the other agencies will be partners in this application. This Memorandum of Understanding sets forth the roles and responsibilities as agreed by and between the Applicant and each Partner.

II. Description of Applicant and Partner Agencies

- ▶ For each member of the collaborative, provide some background on the agency or organization and its work supporting kinship families.
- ▶ If applicable, include any history of work among the Applicant and Partners.

III. Development of Action

- ▶ Discuss the circumstances under which this application began and how recent collaboration aided in the development of this application.
- ▶ Specify the extent of the Applicant's and Partner's participation in developing the application.
- ▶ Describe the critical and long-range goals of the collaboration.

IV. Roles and Responsibilities

- ▶ Clearly state the roles and responsibilities of the Applicant and each Partner to ensure the project's success.
- ▶ Describe the resources the Applicant and each Partner will contribute to the project through time, in-kind contributions, or grant funds, e.g., office space, project staff, and training.

- ▶ Identify the team members responsible for planning, developing, and implementing project activities and describe how they will work together.
- ▶ Demonstrate a commitment on the part of the Applicant and all Partners to work together to achieve stated goals and to sustain the project once grant funds are no longer available.

V. Timeline

- ▶ The roles and responsibilities described above are contingent on [Applicant X] receiving funds requested for the project described in the grant application for [name of Grant or Program].
- ▶ Roles and responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be MM/DD/YYYY through MM/DD/YYYY.

VI. Commitment to Partnership

1. The collaboration service area includes [specify region in your state, tribe, territory, county, or multi-jurisdictional area].
2. The Applicant and Partners agree to collaborate and provide [specify the type of service/assistance] to kinship pursuant to the program narrative of the grant application accompanying this agreement.
3. Compensation for Partners' contribution to this project will be provided as outlined in the attached budget detail worksheet.
4. We, the undersigned, have read and agree with this Memorandum of Understanding. Further, we have reviewed the grant application and approve it.

By _____

Director, **Applicant X**

Date _____

By _____

Director, **Partner 1**

Date _____

By _____

Director, **Partner 2**

Date _____

cc: Agencies and Interested Parties