**Memorandum of Understanding  
[Template]**

This Memorandum of Understanding (this "MOU") is made and entered into on this \_\_\_\_ day of 2025. ("Effective Date") by and between:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name of First Party Organization] and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name of Second Party Organization] both are referenced as parties below.

**Whereas** the Parties desire to enter into a shared agreement of collaboration for the following project:

* [Enter project summary]
* [Main objectives of the project.]

**Whereas** the Parties desire to work products, responsibilities, and tasks in this MOU and agree to completion of the outlined work to complete the project [or program].

1. **Purpose & Scope.** The purpose of this MOU is to provide the framework, the scope of work, terms and conditions, and responsibilities of the Parties associated with their work on the Project, as attached in more detailed information for the Project that Parties have agreed upon, if applicable. The obligations of the Parties will end on. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date and Year] 20XX.
   1. **Commitment.**

[Name of First Party]: This partner will complete these tasks/deliverables for the shared project:

* Deliverable or Task 1
* Deliverable or Task 2
* Deliverable or Task 3

[Name of Second Party]: This partner will complete these tasks/deliverables for the shared project:

* Deliverable or Task 1
* Deliverable or Task 2
* Deliverable or Task 3

1. **Obligations.**

This MOU is a non-binding agreement with no legal standing, but this document marks an intention to collaborate on a shared project. This MOU outlines the shared goals, a commitment to effective and efficient collaboration, and specific actions that each partner brings to this project. Either Party may re-negotiate the terms, as needed.

1. **Signature of Agreement**

The following Parties agree to the collaboration terms outlined in this MOU and pledge to perform the tasks and deliverables to the best of their ability, within the performance period, for the outlined period of performance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name of First Party Organization’s ED]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [First Party Organization’s ED Signature]  
(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date signed]  
  
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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name of Second Party Organization’s ED]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [First Party Organization’s ED Signature]

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date signed]