



SAMPLE MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding between [Organization 1], [Organization 2], and [Organization 3]

Background

[Description of issue or circumstance leading to the creation of the MOU]

Parties

The parties to this Memorandum of Understanding (MOU) include:

- [Organization 1 – description of organization]
- [Organization 2 – description of organization]
- [Organization 3 – description of organization]

Purpose and Goals

This MOU between the above-named parties is entered into for the purposes of [description of purpose].

All parties are interested in supporting the following specific goals:

- [Goal 1 – example: promoting resident access to affordable high-speed internet service]
- [Goal 2 – example: building digital literacy skills among residents]
- [Goal 3 – example: creating opportunities for educational advancement and employment]

Responsibilities of the Parties

The parties agree to undertake the following responsibilities to advance the goals outlined above. Specifically:

- [List of responsibilities of each party to achieve each goal identified above]
- [Organization 1 – description of responsibilities]
- [Organization 2 – description of responsibilities]
- [Organization 3 – description of responsibilities]

Expenses of Each Party

Each party to this MOU will bear its own expenses in connection with the responsibilities defined above and neither party shall be liable to another party for such expenses.

Measures of Success

- [List of measures of success for each goal identified]

Term

The effective date of this MOU is the date of the signature last affixed to this page and the MOU will be for [XX] months from this date.

This MOU can be terminated at any time for any reason, provided that one of the organizations notifies the other(s) within 30 days.



Statement of Non-Binding Obligation and No Financial Commitment

This MOU is an expression of intent only. Each of the parties to this MOU will act as an independent party with respect to the performance of its responsibilities under this MOU. This MOU does not obligate and will not result in an exchange between or among the parties of funds, personnel, property, services, or any kind of financial commitment. It will not result in a transfer of resources between the parties. Any future transfer of funds or obligation to undertake certain work must be confirmed by an appropriate funding agreement executed by authorized officials from the organizations that are signatories to this MOU. The MOU does not give any third party any benefit, legal, or equitable right, remedy, or claim under the MOU.

Signatures

This MOU may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. Any signature delivered by electronic transmission in a .pdf data file shall have the same force and effect as though such signature page were an original page to this MOU.

[Organization 1, Representative Name and Title]

Signature Date

[Organization 2, Representative Name and Title]

Signature Date

[Organization 3, Representative Name and Title]

Signature Date