

SAMPLE

Community Partners

Memorandum of Understanding Agreement

This agreement is made and entered on [DATE] between the [Partner 1] and [Partner 2], [Partner 3] etc.

1. **Purpose** [include a brief description explaining why the organizations are coming together]
2. **Organizational Partners** [brief descriptions of each organization, approach to working with youth, strengths, and areas they want to grow]

Partner 1 Name:

- Brief description of the organization
- Approach to working with youth
- 3 strengths
- Specific area they want to grow through this process

Partner 2 Name:

- Brief description of the organization
- Approach to working with youth
- 3 strengths
- Specific area they want to grow through this process

Partner 3 Name:

- Brief description of the organization
- Approach to working with youth
- 3 strengths
- Specific area they want to grow through this process

3. Timing

[Total amount of time: Commencing on [DATE] and ending [DATE].

4. Scope of Work / Workplan

- Re-state the purpose for partners coming together from [section 1: purpose]
- Include the timeline for each activity/meeting here.
- Include the roles and responsibilities of each partner here (these should be informed based on their strengths and interest in growing in specific areas) based on the timeline of activities above. If it is easier to put the timeline, activity and roles into a table you can do so.
- Describe the process partners have identified for making decisions and handling conflict.

5. Reimbursements and Stipends

The [Organization handling the funds] is responsible for paying:

- Outline the stipends and reimbursements you have agreed to pay each organizational partner. If a group will contribute something in-kind you could also note that here.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of execution by the Director, below.

- Names, titles, and signatures of each person authorized to sign on behalf of their organization below.

Name, title, organization	Signature	Date
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Name, title, organization	Signature	Date
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