Using a **Memorandum of Understanding (MOU)**, even with groups you've collaborated with before, is a smart practice because it helps ensure that roles and expectations are clearly defined. Even in long-standing partnerships, the scope of work, responsibilities, and deliverables can shift over time, making it essential to document these details to prevent misunderstandings. An MOU formalizes the collaboration, ensuring both parties understand their contributions, timelines, and what is expected of them, which in turn reduces the potential for conflicts. It also provides a legal framework, offering some level of protection in case disputes arise, even though the MOU is typically not legally binding. Additionally, an MOU promotes transparency by documenting all terms of the agreement, which is especially helpful when revisiting projects or reviewing past collaborations. It helps maintain accountability by establishing clear responsibilities, making it easier to track progress. Furthermore, it can serve as a reference for future collaborations, making it easier to update or renew terms as needed.

This template provides a basic framework for cooperation and ensures that both parties have a clear understanding of their roles and expectations. If there are specific areas that need to be included (e.g., timelines, specific deliverables, or compliance with regulations), they can be added to the relevant sections.

**MEMORANDUM OF UNDERSTANDING (MOU)**

**This Memorandum of Understanding (MOU)** is entered into as of **[Date]**, by and between:

**[Party 1 Name]**, located at **[Party 1 Address]**, and  
**[Party 2 Name]**, located at **[Party 2 Address]**.

**1. Purpose**

The purpose of this MOU is to establish a framework for collaboration between **[Party 1 Name]** and **[Party 2 Name]** to **[briefly describe purpose or project, e.g., provide support services, organize an event, share resources, etc.].**

**2. Roles and Responsibilities**

Each party agrees to the following roles and responsibilities:  
**[Party 1 Name]** will:

* [Describe responsibilities, e.g., provide event space, manage registration, lead outreach efforts]
* [Add more responsibilities if needed]

**[Party 2 Name]** will:

* [Describe responsibilities, e.g., supply volunteers, assist with logistics, provide funding]
* [Add more responsibilities if needed]

**3. Term and Duration**

This MOU will be effective starting **[Start Date]** and will remain in effect until **[End Date]** or until terminated by either party as specified below.

**4. Funding and Resources**

Each party will be responsible for its own costs and expenses unless otherwise agreed upon in writing. **[Party 1 Name]** and **[Party 2 Name]** agree to share any resources necessary for the successful completion of this project.

**5. Confidentiality**

Both parties agree to keep confidential any proprietary or sensitive information shared during the course of this collaboration, unless otherwise agreed upon in writing.

**6. Dispute Resolution**

In case of any disputes arising from this MOU, the parties agree to attempt resolution through informal negotiations. If the dispute cannot be resolved, both parties agree to seek mediation before taking any legal action.

**7. Modification or Termination**

This MOU may be modified or terminated by either party with **[number of days, e.g., 30 days]** written notice to the other party.

**8. Signatures**

This MOU is agreed to by the undersigned:

**[Party 1 Name]**:  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Party 2 Name]**:  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_