

Include your logo here

# Memorandum of Understanding

**Example: Your Trust  
and**

**[Name of Organisation]**

**[Date]**

**{Review Date}**

## Introduction

This Memorandum of Understanding (MOU) is between "your entity" and [Name of Organisation] It will assist in building and developing the relationship between the two organisations.

## Purpose

Your entity and [Name of organisation] agree to collaborate for the mutual benefit of both organisations.

## The Parties

Your entities objectives are to: include your agreed outcomes here

- promote awareness, community engagement
- deliver community outcomes for arts/sports/environmental (examples only)

[Name of other Party] aim to:

[Summary of objectives of other party]

## Underlying Principles

All work will be carried out with expert guidance to support the community outcomes.

Your entity and [Name of other organisation] acknowledge [Principles and aims of other members/organisation]

## Terms of the Memorandum of Understanding

### Duration

The MOU will take effect from the [date of execution] and will continue until [date] or unless terminated in accordance with this MoU. Each party agrees a 30 day withdrawal period, to be given in writing.

This MOU will be reviewed at mutually agreed times, provisionally on an annual basis from the date of signing by the Parties.

### Legal Matters

The Parties acknowledge this MOU is **not** legally binding but is designed to establish mutual co-operation and mutual trust. Nothing in this MOU constitutes any legal relationship between the Parties.

The Parties undertake to act in good faith to resolve any matters of difference that may arise in relation to this MOU.

### Insurance

Liability insurance cover your organisation may have

### Payments

The parties agree a payment schedule of:

- \$[amount] to be disbursed on dates towards the project
- 5-15% of the above funds to be disbursed on [payment schedule] to "umbrella organisation" for management support and services.

## Signatures

Signed for and on behalf of **Your organisation**

Signed for and on behalf of **[Name of organisation]**

Date

Date

**Your organisation** Contact

**[Name of organisation]** Contact

Name:

Name:

Role:

Role:

## Schedule 1

To help projects run more smoothly, **your organisation** may support in the following areas:

Support

- Governance oversight

- Financial management
- Fundraising
- Project planning and management
- Contract management
- Volunteer recruitment
- Reporting, accountability and auditing
- Compliance with the red tape including Health and Safety, Insurance and HR

Coordination

- Being an independent, trusted coordinator and advisor
- Stakeholder networks and collaborative programmes
- Support and building collaborations through third-party professional advice and volunteer networks

Systems Evaluation (if required)

- frameworks for outcome monitoring and evaluation
- Current best-practice and community collaborations

Communication

- Raising awareness through website and newsletter, using logos and partnership agreements
- Workshops and training in content creation and the use of social and traditional media

**[Name of Organisation]** will commit to the following:

1. Comply with **your organisation** policies and procedures, including:
  - Financial management and controls
  - Human resources
  - Health and Safety
  - Communications
  - Complaint procedure
2. Agree and work toward the achievement of annual objectives for the project
3. Provide quarterly update reports, or as mutually agreed.
4. Participate in the development of budgets and forecasts as required
5. Participate in reporting to funders as required
6. Identify any risks and issues to achievement of objectives in a prompt manner

## Schedule 2

### Other agreements and contracts already in place.

Other Related Documents

Funder

Deliverables

DRAFT