

III. GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when they have applied for funds with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
- Identify the staff responsible for completing the specific responsibilities, this should include meeting CVSD reporting requirements;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds (e.g., office space, staff, training, etc.);
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

See Appendix J for a sample format of a Memorandum of Understanding.



WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?

A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s) that agree to provide a non-financial exchange that will enhance the project. Examples include: a work station for an out-stationed advocate and training for staff/volunteers

SAMPLE FORMAT AND CONTENT

MEMORANDUM OF UNDERSTANDING

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency i.e. non-profit Domestic Violence non-shelter provider.*

A. **Purpose.** *(State the purpose of the MOU)*

A. **Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be time commitment, in-kind contributions or grant funds and could include but is not limited to the following: training, workspace, volunteer hours,*

Agency A agrees to:

| Responsibility/Activity | Responsible Staff |
|-------------------------|-------------------|
| | |
| | |
| | |

Agency B agrees to:

| Responsibility/Activity | Responsible Staff |
|-------------------------|-------------------|
| | |
| | |
| | |

B. **Reporting Requirements.** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

C. **Funding.** *Clearly describe any grant fund, the amount and category (personnel, office supplies, contracted services, etc.) that will be provided to the non lead agency(s).*

D. Timeframe. *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on _____ and will dissolve at the end of the VOCA grant funding period on _____.

F. Confidentiality. (REQUIRED)¹

In order to ensure the safety of clients, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined in the VOCA Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies. **(REQUIRED)**

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

AGENCY B

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

¹ All items marked "required" must be included in the memorandum of understanding.