

Sample Memorandum of Understanding

WHEREAS, **[Applicant X]**, **[Partner 1]** and **[Partner 2]** have come together to collaborate and to make an application for **[name of OVW Grant Program]** grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **[Applicant X]** will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before **[application due date]**;

I) Description of Partner Agencies

For each member of the collaborative, provide some background on the agency or organization and its work regarding domestic violence, dating violence, sexual assault, and/or stalking.

II) History of Relationship

- *Provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration. Specify how often the collaborators meet.*
- *Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate.*
- *Describe the critical and long-range goals of the collaboration.*

III) Development of Application

- *Discuss the circumstances under which this application began and how recent collaboration aided in the development of the application.*
- *Specify the extent of each party's participation in developing the application.*

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- *Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project.*
- *Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds, e.g. office space, project staff, training.*
- *Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and work with project staff.*
- *Demonstrate a commitment on the part of all partners to work together to achieve stated project goals and to sustain the project once grant funds are no longer available.*

- 1) **[Applicant X]** will provide **[specify type of program/assistance/service]** to victims of domestic violence, dating violence, sexual assault, and stalking including:
- 2) **[Partner 1]** will provide **[specify type of program/assistance/service]** to victims of domestic violence, dating violence, sexual assault, and stalking including:
- 3) **[Partner 2]** will provide **[specify type of program/assistance/service]** to victims of domestic violence, dating violence, sexual assault, and stalking including:
- 4) **[Applicant X]** and **[Partner 1]** will collaborate in the following manner:
- 5) **[Applicant X]** and **[Partner 2]** will collaborate in the following manner:
- 6) **[Partner 1]** and **[Partner 2]** will collaborate in the following manner:

V) Timeline

The roles and responsibilities described above are contingent on **[Applicant X]** receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **MM/DD/YYYY** through **MM/DD/YYYY**.

VI) Commitment to Partnership

- 1) The collaboration service area includes **[specify region in your state, tribe, territory, county, or multi-jurisdictional area]**.
- 2) The partners agree to collaborate and provide **[specify type of service/assistance]** to victims of **[specify crimes]** pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By _____
 Director, **Applicant X**
 Date _____

By _____
 Director, **Partner 1**
 Date _____

By _____
 Director, **Partner 2**
 Date _____

cc: Agencies and Interested Parties