**Sample Memorandum of Understanding Template**

Memorandum of Understanding

Between

(Partner)

and

(LEA/Non-LEA 21st CCLC Competitive Grant)

This Memorandum of Understanding (MOU) sets the terms and understanding between the (partner) and the (LEA/Non-LEA 21st CCLC Competitive Grant) to (insert activity).

**Background**

(Why partnership important)

**Purpose**

This MOU will (purpose/goals of partnership)

The above goals will be accomplished by undertaking the following activities:

(List and describe the activities that are planned for the partnership and who will do what)

**Reporting**

(Record who will evaluate effectiveness and adherence to the agreement and when evaluation will happen)

**Funding**

(Specify that this MOU is not a commitment of funds)

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and the (21st CCLC Program Organization name) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) and the (21st CCLC Program Organization name) this MOU shall end on (end date of partnership).

**Partner Contact Information**

Partner name:

Partner representative:

Position:

Address:

Telephone:

Fax:

E-mail:

**LEA/Non-LEA 21st CCLC Program Contact Information**

21st CCLC Program Name:

21st CCLC representative:

Position:

Address:

Telephone:

Fax:

E-mail:

Date:

(Partner signature)

(Partner name, organization, position)

Date:

(21st CCLC Representative signature)

(21st CCLC Representative name, organization, position)