



Memorandum of Understanding
(Name of Unincorporated Collaborative Project)

I. Memorandum of Understanding

This Memorandum of Understanding sets out the principles which will guide the activities of the *(Name of Collaborative Project)*. The mission of *Project* is to

_____.

II. Project Partners

The following organizations/entities are participating in *Project* as partners. They are committed to the mission of *Project* and will work together to achieve its strategic objectives.

(List project partners)

Other organizations/entities may join the effort at any time, provided that they understand and support the mission and objectives of *Project*. *Identify any requirements for participation here (Attendance at ___% of meetings per quarter? Financial contributions? Other?)*

III. Meetings

How often are meetings held? (Ex. Meetings will be held at least every week/month/quarter.)

Who is responsible for convening and facilitating meetings? Is this a rotating responsibility? An elected position?

Describe how/when agendas get developed and any recordkeeping rules you want to follow. (Ex. *Partner name* is responsible for proposing agendas and sharing them at least one day in advance of the meeting via *email/mail*. Meeting notes will be recorded on a rotating basis by project partners, and will be shared within ___ *days/weeks* after each meeting.)

IV. Goal-Setting

Describe how the group will set goals. How often? In writing? When will you revisit them?

V. **Project Resources**

How will the group raise funds for its work? How are decisions made about how funds will be spent (voting majority with a quorum, consensus)? Who is the fiscal agent? Who is responsible for financial tracking and reporting? Are these partners compensated for these functions?

VI. **Other**

This section is flexible. Describe here any other major activities the group engages in—how decisions occur and who is responsible for different parts. This is also a place to identify specific roles, contributions or expectations of each partner.

VII. **Amendments to this Memorandum of Understanding**

The partners may agree to amend this Memorandum of Understanding, provided that they support the incorporation of the amendment into this document. This Memorandum of Understanding will remain in effect until _____, or throughout the term of *Project*.

Signed:

Date:

(Signatures of individuals representing project partners)