

The following is an example of a generic template for Memorandums of Understanding (MOU). Please note that other sections may need to be added depending on the nature of the agreement and the parties involved. Duties and responsibilities of each party as they relate to the provision of SNAP Education should be clearly defined.

Please state what is to be done or what is expected in plain, simple language. Be specific about any financial or other resource obligations of each party and include dates of when the actions are to be taken or completed. A third party with no other knowledge of the project should be able to easily read and understand the MOU.

MEMORANDUM OF UNDERSTANDING (MOU)

between

_____ *[insert name of Party A]*

and

_____ *[insert name of Party B]*

This is an agreement between “*Party A*”, hereinafter called _____ and “*Party B*”, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to....

In particular, this MOU is intended to:

Examples:

- *Enhance*
- *Increase*
- *Reduce costs*
- *Establish*

II. BACKGROUND

Brief description of agencies involved in the MOU with mention of any current/historical ties to FSP nutrition education.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples:

- *Develop*
- *Deliver*
- *Share*
- *Support*
- *Provide*
- *Promote*
- *Refer*
- *Review*
- *Comply*
- *Train*
- *Maintain records*
- *Sponsor*
- *Evaluate*

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

Examples:

- *Develop*
- *Deliver*
- *Share*
- *Support*
- *Provide*
- *Promote*
- *Refer*
- *Review*
- *Comply*
- *Train*
- *Maintain records*
- *Sponsor*
- *Evaluate*

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. *Modification*
2. *Termination*

VI. FUNDING

This MOU *does (does not)* include the reimbursement of funds between the two parties.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2____ to September 30, 2____. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

[insert name of Party A]

[insert name of Party B]

_____ Date

_____ Date