**MOU/MOA Sample Template\*:**

***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 *Insert Name of Party A* and “Party B”, hereinafter called *Insert Name of Party B*.

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the grant funded by the Administration of Native Americans entitled *Insert Title of Your Grant*

In particular, this MOU is intended to establish commitment to the project and coordinate both parties’ responsibilities.

***Examples:***

* Establish a Council of Wisdom Keepers to guide the development and delivery of the new culture camp.
* Provide meeting space for the Council of Wisdom Keepers and staff to collaborate.
* Increase availability of tribal lands for culture camps.
* Coordinate with project partners to successfully deliver adult language classes weekly, year-round.

**II. BACKGROUND**

Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.

***Example:***

Party A has extensive experience hosting and promoting cultural activities for the tribe. The next logical step is to add language learning activities to these hosted activities.

Party B has been a long-time supporter and collaborator with the tribe and is willing to continue this relationship by supporting additional cultural and language activities.

**III. [Insert PARTY A’s Name] RESPONSIBILITIES UNDER THIS MOU**

[Party A] shall undertake the following activities:

***Examples:***

* Provide office space, equipment and supplies for new project staff
* Train new project staff.
* Support and nurture the work of the Council of Wisdom Keepers.
* Develop curriculum for new adult Native language classes.
* Promote the newly scheduled culture and language activities in the community.
* Maintain records and data on all project activities and report out to the funder as required.
* Sponsor community culture and language potlucks and highlight an aspect of the project at each gathering.
* Evaluate the success and lessons learned of the project and report on them twice yearly.

**IV.** *[Insert name PARTY B]* **RESPONSIBILITIES UNDER THIS MOU**

[Party B] shall undertake the following activities:

***Examples:***

* Share office equipment with the project staff such as printers and copiers for printing fliers for community-wide distribution announcing cultural and language activities.
* Provide meeting space for the tribal dance group to practice weekly.
* Co-Promote all cultural and language activities scheduled throughout the year.
* Sponsor a third of the monthly community gatherings by donating food and drink for the potlucks and door prizes for attendees.

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

1. Modification - This MOU may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.

2. Termination - This MOU may be terminated by mutual agreement of the parties and shall automatically terminate upon completion of all responsibilities as stated herein, unless otherwise amended.

**VI. FUNDING**

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

1. Party A will reimburse Party B for the following expenses that have been pre-approved, see Expense Authorization Form:
   1. Personal Auto Use at 57.5 cents, see attached Mileage Reimbursement Form
   2. Printing/Copying expenses at 5 cents per page, see attached Printing Reimbursement Form
   3. Other, see attached Expense Reimbursement form.
2. Party B will reimburse Party A for pre-approved expenses; see Expense Authorization Form and Expense Reimbursement Form.
3. Party B has agreed to discount and/or in-kind services as stated in the attached letter of commitment.

During the term of this agreement reimbursement of expenses by Party or Party B requires preapproval by the other party.  All requests for reimbursement must be accompanied by appropriate documentation in accordance with practices and policies of each party.

**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 (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

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]

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***\*From the current ANA Funding Opportunity Announcements:***

***Third-Party Agreements***

*Third-party agreements include Memoranda of Understanding or Agreement (MOU/MOA) and Letters of Commitment. Letters of Commitment and MOU/MOAs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., sub-recipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOU/MOAs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are not considered to be third-party agreements.*

*Applicants must provide Letters of Commitment or MOU/MOAs between recipients and third-parties (i.e., sub-recipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.*

*Collaboration/consortia applicants must provide letters of commitment or MOU/MOAs identifying the primary applicant and all collaborators that are responsible for project activities.*