## Memorandum of Understanding

[Project title | Date]

This Memorandum of Understanding is an agreement made between the following parties:

**Party A**

|  |  |
| --- | --- |
| Organisation Name | <Insert> |
| **Address** | <Insert> |
| **Telephone** | <Insert> |

**Party B**

|  |  |
| --- | --- |
| Organisation Name | <Insert> |
| **Address** | <Insert> |
| **Telephone** | <Insert> |

### [You can copy and paste more tables if there are more than two partners]

### SUBJECT

**INSTRUCTIONS: Insert bullet points describing what the MoU is about and why it has been created.**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

### TIMEFRAME

### **INSTRUCTIONS: Insert dates that the MoU applies to]**

This Memorandum of Understanding applied to the following time period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### COMMITMENTS

**INSTRUCTIONS: List the specific commitments that have been made by each party. Describe what they have committed to do, and by when.**

Party A commits to:

* 1. <Insert specific commitments>
  2. <Insert specific commitments>
  3. <Insert specific commitments>

Party B commits to:

* 1. <Insert specific commitments>
  2. <Insert specific commitments>
  3. <Insert specific commitments>

### POLICIES

**INSTRUCTIONS: Describe any policies that will apply to this MoU. For example, if you want to include policies to protect your service users e.g. Garda vetting, child protection training, etc.**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>

### AMMENDMENTS

**INSTRUCTIONS: Describe if and when this MoU can be amended (e.g. can it be amended based on results of funding? Or if a situation changes in the middle of the project?)**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

### BREACHES

**INSTRUCTIONS: Describe what will happen if one of the parties does not fulfil its commitments.**

* 1. <Insert bullet point>
  2. <Insert bullet point>
  3. <Insert bullet point>
  4. <Insert bullet point>

The parties affirm to know, understand and agree to all articles of this Memorandum of Understanding as negotiated together.

**PARTY A REPRESENTATIVE** **PARTY B REPRESENTATIVE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Signature:** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Date:** |  | **Date:** |  |