

Memorandum of Understanding

Organization

and

Organization

This Memorandum of Understanding sets out the terms and conditions between two organizations that have come together to jointly present an event or activity. Each organization agrees to meet or exceed the terms as stated, to fulfill its obligations to the best of its abilities, and to participate in the spirit of the collaboration as intended.

The Memorandum of Understanding also sets out the basic framework for the collaborative process. It is not the intention of this document to capture every detail of the partnership (e.g. meeting schedule); additional information should be discussed and documented through the meeting process.

This tool is designed to support the formative stages of building a collaboration between two organizations, and it can be used to guide conversations when initially exploring a partnership. The document should not be completed until the details have been sufficiently discussed and have received appropriate approvals. Conversations should be frank and honest, allowing organizations and individuals to discuss realistic terms without coercion.

This document is not intended to offer legal advice or information that could mitigate risk or replace a company's own due diligence.

Completing the Memorandum of Understanding survey:

Click in the lightly coloured fields and type your responses.

Save this document (use 'save as' and rename document) and distribute copies to the partnering organizations.





































Memorandum of Understanding

COLLABORATION	Senior staff person or board member authorizing collaboration.	
	Name of the Collaborative Effort:	
	Date(s) of Production/Performance/Event/Project:	
	General description of collaboration	

Leadership	Leader responsible for	
	Leader responsible for	
	Describe the scope and limitations of authorities of the leaders.	
	Committee membership (key personnel and roles/functions)	
	Stakeholders	

Memorandum of Understanding

Goals	Describe the alignment of visions between the organizations.	
	The organizations have agreed to the overall project goal:	
	Goals specific to each organization:	

Resources	Cash contributions																			
	Other contributions																			
	<table border="0"><tr><td></td><td></td><td>Personnel</td></tr><tr><td></td><td></td><td>Expertise</td></tr><tr><td></td><td></td><td>Access to community</td></tr><tr><td></td><td></td><td>Infrastructure</td></tr><tr><td></td><td></td><td>Technology</td></tr><tr><td></td><td></td><td>Fundraising</td></tr></table>			Personnel			Expertise			Access to community			Infrastructure			Technology			Fundraising	
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Governance	Basic meeting schedule	
	Reporting methods	
	Decision-making. Check applicable statements. Both organizations check boxes to indicate mutual agreement.	<input type="checkbox"/> <input type="checkbox"/> We agree to accept and comply with decisions when made by the collaborative committee.
		Decision-making process will be: <input type="checkbox"/> <input type="checkbox"/> Autocratic (made by the leader only). <input type="checkbox"/> <input type="checkbox"/> By majority vote. <input type="checkbox"/> <input type="checkbox"/> Unanimity. <input type="checkbox"/> <input type="checkbox"/> Delegated to individuals or sub-groups.
	Conflict resolution Check applicable statements.	<input type="checkbox"/> <input type="checkbox"/> We agree conflict and misunderstandings will be discussed in a timely, open and honest fashion. <input type="checkbox"/> <input type="checkbox"/> We agree conflict will be discussed with the affected individuals and typically within the partnership structure. <input type="checkbox"/> <input type="checkbox"/> We agree to remove the concept of right and wrong, and to appreciate different perspectives. <input type="checkbox"/> <input type="checkbox"/> We agree to focused and respectful conversations during which everyone is heard fairly and equally.

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Responsibilities	Overall responsibilities and role of each organization.	
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Split of Profit/Loss	Record the split of profit and loss.	
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We agree that we will:

Work for the good of the collaboration as a unified partnership, setting aside self-interest.

Work with respect, trust, commitment and accountability.

Recognize the importance of the collaborative effort and will invest in the process of collaboration.

Remain committed to the collaborative planning and to achieving goals.

We will support and contribute to the evaluation of goals.

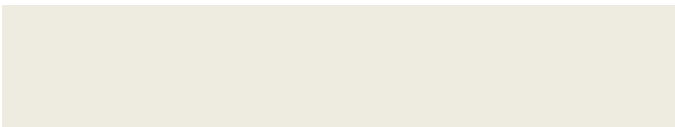
Honour the contributions, timelines and other commitments outlined in this Memorandum of Understanding.

Listen openly and with understanding, remain flexible and adaptable, and work towards consensus and conflict resolution.

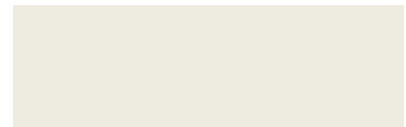
Notify the partner organization of any needed changes to the Memorandum of Understanding in a timely fashion.

Respect the confidentiality of this agreement and of the information that is acquired through the collaborative process.

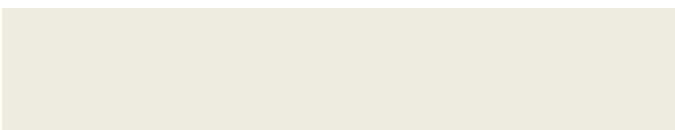
We agree we have the organizational and financial stability to carry out the described collaborative effort. We have disclosed any issues and conflicts that could jeopardize or cause undue risk to the relationship or the partner organization.



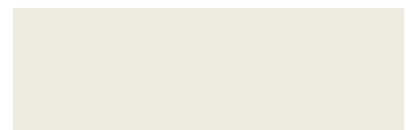
Organization



Date



Organization



Date