

WHEREAS, this memorandum of understanding (MOU) is signed by Network partners (the parties) who agree to participate in the [fill in Network name]. The purpose of the Network is to [fill in purpose]. The Network and MOU are developed in fulfillment of the requirements of the [fill in any relevant grant or cooperative agreement award information] received by [recipient of award] in partnership with [fill in coordinating or lead organization/agency if different from the recipient] and the [fill in researcher(s) if applicable], as awarded by [fill in grantor];

WHEREAS, the parties listed below have agreed to enter into a collaborative agreement in which [fill in lead organization/agency] will be the lead organization/agency and the other organizations/agencies will be partners in this undertaking; and

WHEREAS, the parties herein desire to enter into a Memorandum of Understanding setting forth the services and process by which those services are to be provided by [fill in Network name].

I) Description of Partner Organizations/Agencies

[For each member of the Network, provide some background on the agency or organization and its work.]

II) History of Relationships and Development of MOU

[Provide a brief history of the Network, including when and under what circumstances the relationships began and when each partner joined. Perhaps specify how often the Network partners meet.]

[Describe any relevant evolution of the Network, including an explanation or description of any new or additional partners that have been added, or any partners that will no longer participate.]

[Describe the mission, goals, and/or objectives of the Network.]

III) Definitions

[Provide definitions of any terms used in the MOU that have meanings specific to the Network and its agreement, for example the term used to describe the organizations/agencies participating in the MOU (partners, members, or other descriptor), and additional terms such as navigator, member, client, member portal website, steering committee, and needs assessment.]

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the parties as follows:

[Describe the roles and responsibilities *that every* organization/agency in the Network will assume to ensure the success of the Network in meeting its goals, for example assigning a representative to the Steering/Advisory Committee; participating in meetings; participating in

needs assessment surveys, focus groups, and/or interviews; providing feedback or input; participating in implementation plan development; sharing information about services and capacity; providing services to Network clients; referring Network clients to other organizations/agencies in the Network as appropriate; coordinating with funders and overseeing the grant; providing facilitation and communication between Network partners; and/or acting as a liaison with the research team.]

[Describe any additional/specific roles and responsibilities of each partner, for example as below:]

- 1) [Fill in coordinating or lead organization/agency] will provide [list general type of assistance/service to be provided, for example project coordination, legal services] to crime victims including: [list more specific types of assistance/service to be provided, for example rights enforcement in criminal cases and civil protection orders.]
- 2) [Fill in partner name] will provide [list general types of assistance/service to be provided, for example legal services] to crime victims including: [list more specific types of assistance/service to be provided, for example rights enforcement in criminal cases and civil protection orders.]
- 3) [Fill in partner name] will provide [list general types of assistance/service to be provided, for example legal services] to crime victims including: [list more specific types of assistance/service to be provided, for example rights enforcement in criminal cases and civil protection orders.]

[Describe the resources each partner will contribute to the project either through time, in-kind contribution, or with the use of Network funds, for example office space, project staff, training, and development.]

(V) Processes

[Describe any agreed-upon processes for meeting the goals/objectives of the Network, for example the processes by which victims may access services within the Network, any specific intake requirements, confidentiality of victim information, and conflict checks.]

VI) Timeline(s)

[Describe any relevant timelines, including the funding period, and whether any of the timelines are flexible.]

VII) Further Understandings

[Describe any further understandings as needed, for example who may publicize any aspect of the Network’s work or partner’s involvement in the Network, and how the MOU may be amended or a partner’s participation terminated.]

VIII) Commitment to Partnership

- 1) The collaboration service area includes [specify region in the Network’s state, tribe, territory, county, or multi-jurisdictional area].
- 2) The Network partners agree to collaborate and [describe goals of the Network].
- 3) Compensation for [list organizations/agencies] contribution to this project will be provided as follows: [describe method and amount of compensation, including invoicing requirements].
- 4) We, the undersigned, have read and agree with this MOU in its entirety.

By _____
Director, [fill in name of lead
agency/organization]
Date _____

By _____
Director, [fill in name of partner
organization]
Date _____

By _____
Director, [fill in name of partner organization]
Date _____