Draft Memorandum of Understanding (MOU) Template

Below is a sample template you can use to get started on writing up an MOU for the partnership. Add additional details as appropriate. Not all partnerships require an MOU, but having one upfront can help establish clear expectations, commitments, and accountability for all stakeholders.

<<Name of Partnership Initiative>>
Memorandum of Understanding

Purpose of the Partnership: The purpose of this agreement is to establish a partnership among [List all partners] to collaboratively improve [specific health outcomes, e.g., pediatric asthma rates] in [Community Name] by leveraging collective resources, expertise, and community engagement.

Expected Duration: This MOU shall become effective on [Start Date] and will remain in effect for a period of [Number] years. This agreement may be renewed or extended upon mutual written consent of all parties.

Each Partner's Contributions: Partner A agrees to [e.g., provide clinical staff and data analysis]. Partner B agrees to [e.g., provide funding, community outreach, and venue space]. [Continue listing all other partners and their contributions] These contributions are in-kind or financial, as detailed in Exhibit A.

Data-Sharing Agreements: All parties agree to share data related to [program metrics] in compliance with all applicable federal, state, and local privacy laws, including HIPAA. Data shared will be used strictly for evaluating community health improvements.

Decision-Making Procedures: Key decisions regarding project implementation will be made by a joint steering committee, composed of representatives from each organization. Decisions require consensus; in the event of a dispute, [Process for dispute resolution, e.g., a meeting between directors] will be initiated.

Non-Binding Clause: This MOU is a statement of intent and does not create legally binding obligations, nor does it establish a formal partnership or joint venture.

Termination Clause: Any party may terminate this agreement with [Number] days' written notice to the group.