

[Applicant Letterhead]

SAMPLE

**Memorandum of Understanding (MOU)
for the Office on Violence Against Women (OVW) [name of OVW Grant
Program] Application**

BETWEEN

[Name of Applicant X], lead applicant

[Name of Partner 1], partner

[Name of Partner 2], partner

1. PURPOSE

This Memorandum of Understanding outlines the roles, responsibilities, and commitments of the parties participating in this project. The parties listed above have participated in the development of the [name of OVW Grant Program] application and agree to the project narrative and budget being submitted on **[application due date]**.

2. DESCRIPTION OF PROJECT PARTNERS

Identify and describe each project partner and provide a brief history of the collaborative relationship among them.

3. ROLES AND RESPONSIBILITIES

Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.

4. CONTRIBUTIONS TO THE PROJECT

Describe resources each partner will contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

5. TIMELINE

The roles, responsibilities, and contributions described above are contingent on [Applicant X] receiving funds requested for the project described in the OVW grant

application. Responsibilities under this Memorandum of Understanding would coincide with the grant period.

6. SIGNATURES

We, the undersigned, have read and agree with this MOU. Further, we have reviewed the project proposal and budget and approve it.

Lead Applicant Organization

Name: _____

Title: _____

Signature: _____

Date: _____

Partner Organization

Name: _____

Title: _____

Signature: _____

Date: _____

Partner Organization

Name: _____

Title: _____

Signature: _____

Date: _____