

**Putting it on Paper:  
Incorporating MOUs into Your Community Engagement Plan**

## **8 MOU Essentials**

### **1. Introduction / Document Purpose**

This section serves as an at-a-glance summary of what this document is about. You want any potential funders or other interested parties to be able to quickly determine what is going on here.

### **2. Project Background or Summary**

Why are you even collaborating on this? How did you decide to do this work together? Use this section to answer these questions. It will be helpful down the line to remind yourselves why you began this partnership, especially if/when difficulties arise. It also gives you a way to track your community engagement efforts.

### **3. Respective Mission Statements & Goals**

You don't have to include multiple paragraphs describing the history and mission for each organization involved, but providing a bit about who you are and what you do helps to clarify how each of you can contribute to the goals of the project. Of course, you want to be sure all parties agree on the project goals. Don't take this part for granted.

### **4. Key Areas of Shared Interest**

This part is often articulated in section 3, but depending on the project, it may be helpful for both parties to communicate about their shared interests. Fundraising? Marketing? Preservation? Address how this project aligns with your interests and bottom lines.

### **5. Project Logistics / Roles & Responsibilities**

You certainly want to be sure all parties discuss this portion and agree on what is written here. You do not have to include every minute detail about the project, but it should be clear who is responsible for what. A general timeline is useful here as well. When will you start working together? When do you plan to finish?

### **6. Provisions (Handling of Confidential Information, Disputes, Amendments, Terminations, etc.)**

Depending on the project, you may want to include a section discussing how you will handle various provisions. Again, this does not have to be tediously detailed, but it may be useful to have a record of whom to contact about disputes or what circumstances might lead to a termination of the project.



#### **7. Designation of Representatives**

All parties need to provide names (and email addresses, if they feel comfortable) of one or two people from their respective organizations that will know what is going on with the project. These may or may not be the same people who sign the document below. These representatives may be obvious now, but staffing changes might make it difficult to find people who know about the project in the future.

#### **8. Administration & Signatures**

This section will be relatively brief. You will want to state where this document will be stored, and you will provide space for relevant parties to sign and date the document stating that they agree with everything outlined within.