**MEMORANDUM OF UNDERSTANDING (MOU) Template**

Creative City Boston Community Partner Grant Applications require a Memorandum of Understanding (MOU) between the organization and the lead artist(s) of the proposed project.

Although a Memorandum of Understanding is not a legally binding document, it does indicate a voluntary agreement between the lead artist(s) and partnering organization, that outlines the roles and responsibilities of the partnership, if the project is funded by the New England Foundation for the Arts Creative City Boston program.

**Purpose:** The MOU requirement for the Creative City Boston Community Partner application is primarily meant to be a tool for the lead artist(s) and partnering organization to identify shared expectations for the partnership. The MOU along with the rest of the Community Partner Grant Application, will also be reviewed by the panel as supplemental material along with the artist’s full project proposal.

One of the criteria that each project will be evaluated on is:

*Community Partnerships: Demonstrates meaningful community partnership(s) and clearly articulates the community partner(s)’ relationship to and role in realizing the proposed project. Some areas to consider are shared values and goals, skills, expertise, and social capital that the artists and community organization(s) are each bringing to the partnership*

**Some general tips for creating an MOU:**

The initial paragraphs should contain the following information:

* Name of the Project
* Name of the lead artist(s)
* Name of the community partner organization
* Funding source and grant period
* Overview of the project and this partnership

The body of the MOU should include the following five areas:

1. Term and conditions of the MOU should address the timeframe of agreement
2. Identification of roles and responsibilities of the lead artist(s).

E.g. What are the lead artists responsible for (doing, providing, etc.) in this partnership?

1. Identification of roles and responsibilities of the community partner.

E.g. What are the expectations on the organization in this partnership? What is the partner organization volunteering to bring to this partnership (staff time, resources, relationships etc.)?

1. Termination clause defining how the agreement can be ended
2. Signatures of artist and partner organization, including date signed

**The following MOU template is available as a guide and may be adapted as needed. You are also welcome to use a different template/format that best serves your partnership.**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**[INSERT NAMES OF LEAD ARTIST(S)]**

**AND**

**[INSERT NAME OF COMMUNITY PARTNER ORGANIZATION]**

The Memorandum of Understanding (MOU), while not a legally binding document, does indicated a voluntary agreement between the lead artist(s) [insert name(s) of lead artists] and partnering organization[insert name of the organization], and outlines the roles and responsibilities of the partnership, if the “[Insert Project Title]” project is funded by the New England Foundation for the Arts Creative City Boston program.

“[Insert Project Title]” is an artist led project by [insert name(s) of lead artists] that… [insert a brief summary of the project].

For the purpose of this MOU, from here on out, the lead artist(s) [insert name(s) of lead artists] shall be referred to as “the lead artist(s)”, the partnering organization[insert name of the organization] shall be referred to as “the partnering organization” and the project “[Insert Project Title]” shall be referred to as “the project”.

**Terms and Conditions**

1. This MOU shall begin upon grant funding approval from the New England Foundation for the Arts Creative City Boston program and will be in affect for the duration of the grant period, [Insert dates, e.g. January 1 – December 31, 2020].
2. The lead artists of the project shall…
   1. Be responsible for…
   2. Provide…
3. The partnering organization shall…
   1. Be responsible for…
   2. Provide the lead artists…
4. This MOU may be terminated by either party, for any reason, by providing written notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner Organization Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title of authorized signee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed