

# Memorandum of Agreement (MOA)

## I. Introduction

This Memorandum of Agreement ("MOA") is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between:

- **Party A:** [Nonprofit Organization Name], with registered office at [Address]
- **Party B:** [Partner Organization Name], with registered office at [Address]

## II. Purpose

The purpose of this MOA is to outline the roles and responsibilities of the parties in connection with [brief summary of the collaborative project or activity].

## III. Scope of Work

- Description of activities to be performed
- Project timeline and milestones
- Deliverables

## IV. Roles and Responsibilities

### Party A Responsibilities:

- Responsibility 1
- Responsibility 2

### Party B Responsibilities:

- Responsibility 1
- Responsibility 2

## V. Funding and Resources

Description of funds, in-kind contributions, or other resources to be provided by each party.

## VI. Duration

This agreement shall commence on [Start Date] and shall remain in effect until [End Date] unless terminated earlier in accordance with this MOA.

## VII. Confidentiality

The parties agree to maintain confidentiality with respect to any sensitive information shared during the course of this collaboration.

## VIII. Termination

This MOA may be terminated by either party with written notice of [number] days.

## IX. Miscellaneous

- Amendments
- Governing law
- Dispute resolution

## X. Signatures

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[Authorized Signatory Name]  
[Nonprofit Organization Name]

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Date

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[Authorized Signatory Name]  
[Partner Organization Name]

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Date