**Illinois Returning Residents Clean Jobs Training Program   
Memorandum of Understanding Template**

**Memorandum of Understanding Between [Partner Organization] and [Main Applicant]**

This Memorandum of Understanding sets forth the terms and understanding between [partner organization] and [main applicant] to provide [insert activities], as outlined in the proposal. The targeted start date is [insert date], and the end of this agreement is [insert date].

**Background**

[Explain the relationship of the partner and the main applicant and any history of working together in the past. Explain why partnership is important and what partner brings to the table.]

**Purpose and intent**

This MOU will [purpose/goals of partnership]. The intent of this Memorandum of Understanding is to specify the responsibilities that must be assumed by [partner] to satisfy [requirements/goals].

**Assumption of responsibilities**

The above goals will be accomplished by [partner] through the following activities:

[List and describe the activities that the partner will be responsible for.]

Key partner staff assigned to these activities include:

[List key partner staff or new hires and roles or activities they will perform.]

**Reporting**

[Record how progress and metrics will be monitored and how data will be shared. Explain how the effectiveness and adherence to the agreement will be evaluated and when evaluation will happen.]

**Coordinating**

[Explain how the partner will coordinate with the main grantee and any other team partners to deliver the activities agreed to and how data and information will be shared].

**Funding**

[Specify the amount of funding requested to undertake activities under the MOU and detail the items associated with this amount.]

**Agreement**

This MOU is at will and may be modified by mutual consent of authorized officials from [partner] and [main applicant]. This MOU shall become effective at the onset of the grant period and will remain in effect for the duration of the grant (twelve months, with two additional renewal periods of twelve months each), unless modified or terminated by [partner] and [main applicant] by mutual consent.

The undersigned do hereby commit to partner together to provide [activities] to satisfy [goals/outcomes].

[Partner representative signature and date]

[Partner representative name and position]

[Partner representative contact information]

[Partner organization name]

[Main applicant representative signature and date]

[Main applicant representative name and position]

[Main applicant representative contact information]

[Main applicant organization]