



## LFCC Memorandum of Understanding (MOU)

This memorandum of Understanding is entered into by and between:

\_\_\_\_\_ (Agency A) and Leadership Franklin County (Agency B)

**Purpose:** To unite the team from **Agency A** and **Agency B** to:

- Provide an opportunity for LFCC students to learn about group dynamics
- Build relationships with team, organization, community
- Offer practical solutions to a community need by working with a local nonprofit.
- Benefit the whole of community through a collaborate nonprofit project

**Roles and Responsibilities:** Clearly define each organizations role. The roles and responsibilities should align with project goals, objectives, and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.

**Agency A** Agrees to:

Responsibilities / Actions
Inclusion communication with the leadership team and the team mentor(s)
Provide a Primary Point of Contact Person for the organization
Define meeting venue options: person to person, zoom, conference calls, etc.
Primary will provide organization resources as needed to complete RFP

**Agency B** Agrees to:

Responsibilities / Actions
Inclusion communication with entire team, mentors, and Primary Contact
Update Primary concerning progress, issues, scope change needs
Maintain positive representation of both LFC and the sponsoring RFP organization



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**Reporting Requirements:** Identify and describe who will be responsible for researching, collecting, collating, promoting, and submitting data as per the project target outputs and outcomes.

Reporting Requirements

**Timeframe:** Clearly state the time period that this MOU will be in effect, and a guideline for expectation of goal completion

Action	Timeframe

**Confidentiality:**

In order to ensure the safety of clients, all parties will abide by the confidentiality expectations of the sponsoring RFP and will adhere to their policy on confidentiality. The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement. It may be amended only by written agreement signed by each of the parties involved. The MOU must be signed by all partners.

