

# SUSTAINABILITY TOOLKIT

## PILLAR: RESOURCE DEVELOPMENT

### TOOL #4: MEMORANDUM OF UNDERSTANDING (MOU) TEMPLATE



INSTITUTE FOR  
PUBLIC  
STRATEGIES

*A **Memorandum of Understanding (MOU)** defines the terms for co-commitments to jointly provide programs and services in partnership with other community-based organizations or corporations. MOUs support sustainability efforts by 'braiding' together community resources and securing commitments that result in a greater depth and duration of community-based work.*

## Memorandum of Understanding

Between

[Your Organization]

and

[Partner Organization]

This Memorandum of Understanding (MOU) is hereby entered into for the purpose of providing substance misuse prevention services and activities to the residents of [city] and surrounding communities in partnership with [partner organization].

[Your organization] will lead this project. The purpose of the program is to provide services and activities to educate the public on the serious dangers of Fentanyl, bring awareness to the prevalence of use in the community and most importantly, equip people with lifesaving resources to promote a safe and healthy community by reducing opioid overdoses.

The collaboration will be coordinated and overseen by [Name], [Title], [(email)] with [your organization.] This agreement reflects the intent of both parties to coordinate efforts to ensure the community is provided with expert substance misuse prevention services.

### RESPONSIBILITIES AND EXPECTATIONS

[Your organization] will be responsible for the following:

- Providing Fentanyl Education and Awareness Trainings that include Naloxone distribution
- Disseminating information and resources to [city] residents and residents of surrounding communities to prevent substance misuse
- Providing Technical Assistance to qualified entities in applying for a standing order of Naloxone
- Providing evidence-based strategies and resources to assist in the development of a Fentanyl resource webpage
- Collaborating with community organizations and appropriate agencies to host Fentanyl Awareness community events
- Coordinating 1 media event on the topic of Fentanyl Awareness, Education, and Prevention
- Tabling events co-hosted with [partner organization] to disseminate substance misuse prevention materials
- Creating a media advisory to be published by news outlets and radio stations

Under this Agreement, [partner organization] agrees to:

- Provide a mutually agreed upon location for educational presentations, Naloxone training, and Naloxone distribution at a mutually agreed upon time.
- Provide a mutually agreed upon location for hosting a community/media event at a mutually agreed upon time, including security, trash receptacles, lighting (stage delivery, setup and dismantling), and restroom facilities.
- Support work that [your organization] is doing in the community to prevent substance use disorders, reduce substance misuse issues, and raise awareness of the dangers of Fentanyl use.

#### INSURANCE

[Your organization] and [partner organization] warrant that through their respective programs of self-insurance and/or insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the term, conditions or obligations of this agreement. At no time shall the employees of one party be considered the employees of the other.

#### TIME PERIOD

This Memorandum of Understanding will be in effect on the date it is signed by all parties and will be renewed or terminated 12 months after the effective date.

#### TERMINATION

This Agreement may be terminated in whole or in part at any time by either party without cause. If terminated, written notice of termination shall be given in writing to the other organization.

YOUR ORGANIZATION

PARTNER  
ORGANIZATION

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date: