

# Memorandum of Understanding (MOU)

## Project-Specific Funding Agreement

Date: \_\_\_\_\_

### Parties

This Memorandum of Understanding is made and entered into between:

**[Funder Name]**, with its principal office at [Address], hereinafter referred to as "Funder",  
and

**[Recipient Name]**, with its principal office at [Address], hereinafter referred to as "Recipient".

### 1. Purpose

The purpose of this MOU is to establish a framework for [Funder] to provide funding to [Recipient] for the project titled "**[Project Title]**", as described in the attached project proposal (Annex 1).

### 2. Project Description

The project aims to [brief summary of project objectives, scope, and expected outcomes].

### 3. Funding Details

- **Total Funding Amount:** [Amount in words and figures]
- **Payment Schedule:** [e.g., milestones, dates, or deliverables]
- **Eligible Expenses:** [List/summary of what the funding can be used for]

### 4. Roles and Responsibilities

- **Funder:** To provide the funding in accordance with the schedule and conditions set out in this MOU.
- **Recipient:** To implement the project as outlined, provide progress and financial reports, and comply with the agreed requirements.

### 5. Reporting and Accountability

The Recipient shall submit regular progress and financial reports to the Funder as specified in Annex 2. All records related to the use of funds should be made available for review upon request.

### 6. Term and Termination

This MOU is effective from [Start Date] to [End Date], unless extended by mutual written agreement. Either party may terminate this MOU with [number of days] days written notice.

### 7. Miscellaneous

- Any amendments to this MOU must be in writing and signed by authorized representatives of both parties.
- This MOU does not constitute a legally binding contract, unless otherwise specified.

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Authorized Signature (Funder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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Authorized Signature (Recipient)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Important Notes**

- Clearly define project scope, deliverables, and timelines to avoid misunderstandings.
- Specify permitted uses of funds and reporting requirements in detail.
- Clarify the legal standing of the MOU (binding or non-binding).
- Ensure all amendments are documented and agreed in writing by both parties.