

# Short-Form Memorandum of Understanding (MOU)

## Funding Agreement

### Parties

This Funding Memorandum of Understanding (â€œMOUâ€) is entered into by and between:

**Funder:** [Funder Name], [Funder Address]

**Recipient:** [Recipient Name], [Recipient Address]

### Purpose

The purpose of this MOU is to establish the roles, responsibilities, and expectations regarding the allocation and use of funds provided by the Funder to the Recipient for [brief project or purpose description].

### Funding Amount & Disbursement

The Funder agrees to provide the Recipient with a total amount of [specify amount and currency], to be paid by [method or schedule of payment].

### Use of Funds

The Recipient shall use the funds exclusively for the following: [list or summary of permitted uses].

### Reporting

The Recipient agrees to provide a brief report on the use of funds and project outcomes to the Funder by [date or reporting period].

### Term & Termination

This MOU is effective from [start date] to [end date], unless terminated earlier by either party with [number] daysâ€™ written notice.

### Signatures

\_\_\_\_\_  
Funder Representative  
Date: \_\_\_\_\_

\_\_\_\_\_  
Recipient Representative  
Date: \_\_\_\_\_

### Important Notes

- This short-form MOU is intended for low-risk, small-scale funding arrangements.

- For complex or high-value funding, consult legal counsel for a comprehensive agreement.
- Clearly outline permitted use of funds and reporting requirements to avoid misunderstandings.
- Both parties should retain a signed copy for their records.