



Depression and Bipolar
Support Alliance

Memorandum of Understanding or Partnership Agreement

What it is:

This document is a useful placeholder that helps you outline terms for nearly any kind of new relationship. You can use it to set up the foundation for a partnership by laying out specific objectives, milestones, or outcomes.

What it should include:

- Who the partnership is between
- The purpose of the partnership
- What each partner expects to contribute
- How long the partnership will exist
- How the organizations will hold themselves accountable to one another

Sample

Agreement between the Depression and Bipolar Support Alliance [Chapter] And [Organization] to provide [Purpose of the project]

Together we will work to achieve:

- one or two statements about how you will work together

DBSA [Chapter] will contribute to the project in the following ways:

We recommend bulleting them out and being as specific as possible

- XXX
- XXX
- XXX

[Organization] will contribute to the project in the following ways:

- XXX
- XXX
- XXX

Note: whenever possible, include a timeline

Deliverable:

- This will be a mutually agreed-upon statement of what success looks like

Financial considerations:

If it applies

- If the project is grant funded, you should clarify any exchange of funds; what work must be performed for payment? What documentation is required to draw funds?

To succeed in this endeavor, we will plan the following:

- Include a statement of how you would like to hold each other accountable
- Name the people who are leading the project on both sides. These people would come together to resolve issues
- Outline how often you plan to meet and periodic check-ins

Timeframe:

- How long do you want the agreement to be in effect? Even if you expect or hope it to continue in perpetuity, you should define a time to review the agreement.