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| **Name of Grant Program:** Massachusetts 21st Century Community Learning Centers - Exemplary Programs Grant  | **Fund Code:** 646 |

**Addendum G -Sample 21st Century Community Learning Centers (CCLC) Memorandum of Agreement (MOU) Between Key Partners**

This template is best if modified with locally generated agreements.

**Parties of the Memorandum of Agreement**

The parties would include the partners who are providing services and/or financial support to the 21st Century Community Learning Center (CCLC) program.

**Purpose**

The purpose of this MOU is to establish an agreement among the above-mentioned parties concerning their respective roles and responsibilities for implementation of a 21st Century Community Learning Center (CCLC) Grant from the Massachusetts Department of Elementary and Secondary Education. This agreement is to establish and coordinate joint processes and procedures for the provision of programming (including summer, before school, afterschool, Extended Learning Time (ELT), etc.) for students, family engagement activities, staff development, and program evaluation.

**Duration of the Agreement**

The agreement is for a period of at least one year. Renewals may be made based on meeting of performance measures.

**21st CCLC Vision and Overview**

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the afterschool program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program. The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the 21st CCLC investment.

**Duties of Parties**

In this section, the responsibilities and agreements of each party are described separately. For the lead applicant, the responsibilities and agreements could include:

**It is suggested the following be included:**

* Hire, supervise, and evaluate designated staff in consultation with the district coordinator.
* Communicate and collaborate about curriculum and instruction.
* Sharing of pertinent student information and data with appropriate confidentiality agreements for the purpose of designing programming that addresses student needs.
* Establish a collaborative relationship between school/organization staff and program staff.
* Complete paperwork related to and associated with the program.
* Provide access to assessment and other available data for the purposes of program evaluation.
* Participate in the evaluation of the afterschool program at the local, state, and federal levels.
* Assist the program in developing, implementing, and making progress on its sustainability plan.

**Decision Making Process**

If partners cannot come to a mutual agreement, the lead agency will have final decision-making authority.

Hiring and firing of the appropriate staff will be the responsibility of the agency for which they are employed. The 21st CCLC Coordinator should assist partners in interviewing and hiring staff that will be working in the 21st CCLC program through their respective agencies. In addition, the 21st CCLC Coordinator should provide input into the performance evaluation of all partner agency staff working with the 21st CCLC program.

**Funding**

Funding for the project will be provided through the 21st CCLC grant in accordance with any approved grant award and required federal and state applicable policies and procedures. In addition, key partners will provide:

(List resource commitments)

**Procedures for Modification and Termination**

The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment signed and dated by all parties. Submission of a revised MOU does not necessarily require a modification to the local plan.

Any party of the MOU may terminate their participation in this MOU by giving not less than (30) calendar days’ prior written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.

An individual’s/partner’s participation in the 21st CCLC program may be terminated with written notice clearly outlining the reasons for the termination. The individual /partner to be terminated may request a meeting to discuss the termination of services. If the partners cannot come to a mutual agreement alter their responsibilities so they can adequately participate in the MOU, the lead agency shall make the final determination.

# Signatures (all principals of participating schools must sign)

All partners in this agreement sign to confirm their acceptance of its terms by their signature.

# Lead Applicant

Authorized Signatory Date

# School (If LEA is lead applicant)

Principal Date

# Partner/Contractor

Executive Director/Principal Date