**Appendix C: Letter Of Agreement General Template**

Please use this template as a general guideline. If your organization has its own template, feel free to use it as long as it contains the key features of the LOA template. The LOA must include:

* Description of the nature, history and extent of the partnership including past successes and accomplishments of the partnership.
* Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
* Any funds being exchanged.
* Signature of director level person or someone who has the organizational authority to enter their respective organizations into an agreement.

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)**

This Letter of Agreement establishes the intention of [ORGANIZATION 1] and [ORGANIZATION 2] to work together if OFCY funds are awarded for [Program Name]. [Give a brief description of program and any past collaboration history and successes].

**[ORGANIZATION 1] will fulfill the following responsibilities:**

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

**[ORGANIZATION 2] will fulfill the following responsibilities:**

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

**JOINT RESPONSIBILITIES**

List out any joint responsibilities including regular meetings to align, coordinate and review services and partnerships.

**COMPENSATION AND TERM**

Detail any funds being exchanged. Specify the length of time for the agreement.

NOTE: It is OFCY’s expectation that all partners written into the proposal and budget will remain in the partnership for the duration of the 2016-2019 grant cycle period because your grant was reviewed and awarded based on these partnerships. If there needs to be any potential changes in scope of work and budget, these need to be brought to OFCY’s attention for approval of modification in scope of work prior to implementation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ORGANIZATION 1] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ORGANIZATION 2] Date