

Logos & Project Title

MEMORANDUM OF UNDERSTANDING (MOU)

Between
Arts Office Name
and
Art Centre Name
and
Community Name
and
Artist Name

This is an agreement between Local Authority Arts Office, hereinafter called “Arts Office”, ‘Name of Arts Centre’, hereinafter called “the Arts Centre”, Name of Community Group, hereinafter called “The Group”, and Artist Name, Address, hereinafter called “The Artist”.

I. **PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party in relation to the arts project entitled ‘Name’, hereinafter called “The Project”.

In particular, this MOU lays out a programme of activity, from ‘Start Date’ to ‘End Date’, to be conducted by the artist, in active involvement with the group, arts centre and the arts office.

II. **BACKGROUND**

Brief description of background of each party that is relevant to the project. Previous collaborations between any of the parties. Details of how the project came about and what brings each of the parties to the project at this time.

III. RESPONSIBILITIES UNDER THIS MOU

The artist undertakes:

1. To research and develop a new project entitled 'Project Name' after a period of collaboration, consultation and engagement with the group and other stakeholders and interested individuals.
2. To strengthen the connection between theatre artist, venue and group through the period of this project.
3. Maintain records of each of the above activities for sharing with the other parties.

The Arts Centre undertakes to:

1. Assist with the development of the project, including project outline, budgets, schedules, and funding applications.
2. Provide workspace for the project workshops, with heating, electricity, and kitchen facilities.
3. Provide a performance space, as well the advertising, box office management and logistical back-up, for the public presentation of any work-in-progress and for the finished work.
4. Provide technical facilities and expertise to the project
5. Provide marketing support to the project
6. Provide administrative support for the project including financial management and scheduling support.
7. Provide €XXXX towards the costs of the project.

The Arts Office undertake to:

1. Assist with the development of the project, including project outline, budgets, schedules, and funding applications.
2. Provide for a mentor to support the artists throughout the project.
3. Assist with marketing, logistical and communication support for the performance
4. Assist in facilitation of community participation particularly with forging new links.
5. Provide €XXXX towards the costs of the project.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. The project will be monitored on an on-going basis by all parties and reviewed by consultation.
2. Any modification to the above programme of activities must be agreed by all parties

V. FUNDING

1. The Artist will be remunerated in accordance with the following schedule of payment:

Date	Amount
Date	Amount
Date	Amount

2. A materials budget of €XXXX will be made available for the development of the project during that time.
3. Subject to successful fundraising the Artist will be further remunerated in accordance with the following schedule of payment:

Date	Amount
Date	Amount
Date	Amount

4. Subject to successful fundraising a further materials budget of €XXXX will be made available for the project in accordance with the projected budget and schedule appended to this agreement.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the representatives of the parties. It shall be in force from Start Date to End Date.

Parties A, B, C and D indicate their agreement with this MOU by their signatures.

Signatures and Dates

[Signature of Party A]

Title, Date

[Signature of Party B]

Title, Date

[Signature of Party C]

Title, Date

[Signature of Party D]

Title, Date