**SAMPLE**

**Memorandum of Understanding**

**Between**

**\_\_\_\_\_\_\_\_\_\_ College**

**&**

**\_\_\_\_\_\_\_\_\_\_ (CBO)**

**In support of Increasing College Access through Increasing Financial Aid Application (FAFSA and WASFA) Completion**

This Memorandum of Understanding (MOU) is entered into by and between \_\_\_\_\_\_\_\_\_\_ College and \_\_\_\_\_\_\_\_\_\_ (CBO) on the effective date specified as of the last signature below. The purpose of the MOU is to increase college-going through an increase in financial aid awareness and financial aid application completion in the geographical areas served by the College district. The parties enter into this MOU in a spirit of collaboration and recognize the mutual benefits of working together in their shared communities to increase completion of college credentials that lead to family-wage careers.

**PURPOSE AND SCOPE OF WORK**

The specific purpose of this collaborative effort is to increase financial aid application completion by learners-from high school seniors to other adults pursuing postsecondary education, in the geographical areas served by the College district. \_\_\_\_\_\_\_\_\_\_ (CBO) will use contracted funds to perform community-based outreach to high school seniors and their families, community members, and other organizations in the community that share the goal of creating and increasing college-going culture. Outreach can involve participation in events, hosting events, informational and promotional activities in various media and public settings, and related activities. The college will perform a consultative role, providing financial aid and college expertise and participating in events as needed.

**CONTRACT DELIVERABLES**

Between July 1, 2022 and June 30, 2023:

Key CBO staff will complete short-term training in financial aid basics and financial aid application navigation, through the Aim Higher Washington training series offered by the Washington Student Achievement Council (WSAC) or equivalent training;

CBO will conduct a minimum of \_\_\_ community-based outreach events in schools, libraries or other public venues, with a minimum of \_\_\_ in each academic quarter (fall, winter, and spring); documentation of the event, including number of participants, will be provided;

CBO will assist a minimum of \_\_\_ community members in completion of financial aid (FAFSA or WASFA) applications, through virtual or in-person appointments, group sessions, on a walk-in basis, or any combination; documentation will be provided.

**ASSURANCES**

CBO agrees to comply with applicable federal, state, and local requirements, Statement of Work, and contract terms above.

**IN WITNESS WHEREOF**, the parties have executed this Agreement.

\_\_\_\_\_\_\_\_\_\_ (CBO) \_\_\_\_\_\_\_\_\_\_ (College)

Name Name

Title Title

Signature Signature

Date Date