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**2023 *Ensemble Forward***

**SAMPLE MEMORANDUM OF UNDERSTANDING**

**BETWEEN ENSEMBLE AND COACH**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Ensemble Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ensemble Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[New York City Borough], State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Chamber Music America:

This letter confirms that [Ensemble] intends to partner with [Coach] for **five** Coaching sessions, pending funding from Chamber Music America’s *Ensemble Forward* grant program in accordance with the following:

* Five Ensemble Coaching sessions in New York City. Location: TBD
* Payment of $2,500 for 5 sessions ($500/session) for a minimum of 90 minutes per session
* Sessions will take place January 1 – December 31, 2023
* The Coach is able to provide verification of U.S. residence status: a valid U.S. passport, a U.S. birth certificate, a Report of Birth Abroad form (FS-240), a USCIS certificate of citizenship or naturalization, or permanent resident status/green card.

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| Ensemble Primary Contact (Print): |  |
| Signature: | Date: |
| Coach (Print) |  |
| Signature: | Date: |