

Sample Memorandum of Understanding — From the Presenter/Community Partner to the Ensemble Partner

[Date]

[Ensemble Partner Name]

[Street]

[City/State/Zip]

Dear [Ensemble Contact Name]:

We [Presenter], serving as the Presenter, plan to collaborate with [Ensemble Partner's name], in a residency project to involve the following community organization(s) [Community Partner Name(s)] as described in the accompanying application. The purpose of this Memorandum of Understanding is to summarize our discussions to date and to confirm our intentions with respect to the proposed residency, as follows:

- The [Presenter] will pay [the Ensemble] \$_____ (fee) for the residency.
- The [Ensemble] will provide the following services for the residency: [description].
- We mutually confirm that this is the only application that we will submit to the 2025 CMA Artistic Projects Program, and that we have no unfinished CMA-sponsored residency projects at this time.
- We will formalize the above terms in a written contract only if the attached application is awarded a the 2025 CMA Artistic Projects grant.
- This is a memorandum of understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty.

Sincerely,

(Signature, Authorized Contact for Presenter):

(Print Name):

Date:

(Signature, Authorized Contact for Ensemble)

(Print Name):

Date: