**SAMPLE MEMORANDUM OF UNDERSTANDING**

STEERING COMMITTEE AGREEMENT FOR PILOT COMMUNITY TOURISM GRANT

*Note: This sample is provided to help create an MOU that is structured upon the actual procedures utilized by the grantee and based on the duties assigned to the various people involved in the PCTGP Steering Committee. This sample should be modified to fit the actual needs and management responsibilities for the community.*

 This Memorandum of Understanding (“MOU”) for the purposes of a Pilot Community Tourism Grant provided by the Office of Tourism, Montana Department of Commerce, is entered into this Click to enter a date by and between the following parties:

1. Lead Organization / Fiscal Agent:

Click here to enter the lead organization of the steering committee

Click here to enter the mailing address of the lead organization

Click here to enter the city / state / zip code of the lead organization

Click here to enter the contact person of the lead organization

Click here to enter the title of the contact person

Click here to enter the contact person’s or organization email

Click here to enter the contact person’s or organization phone number

1. Steering Committee Members [minimum requirement per Pilot Community is 8 members with 12 members recommended]:
	1. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
	2. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
	3. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
	4. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
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	11. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
	12. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]
	13. Click here to enter the steering committee member Name, Organization, Designation, and Contact Information [including email and phone number]

**WHEREAS** enter Lead Organization Name has submitted a Letter of Intent for a Pilot Community Tourism Grant by the Office of Tourism, Montana Department of Commerce, and it is in the best interest of all parties to establish a Steering Committee to oversee the implementation of the grant.

**NOW, THEREFORE,** the parties agree as follows:

1. Purpose of the Steering Committee: The Steering Committee is established to provide guidance, oversight, and strategic direction for the successful implementation of a Pilot Community Tourism Grant provided by the Office of Tourism, Montana Department of Commerce.
2. Roles and Responsibilities:
3. enter Lead Organization Name:

- Overall coordination and management of the grant.

- Financial oversight and reporting.

- Coordination of meetings and communication.

1. Steering Committee Members:

- Active participation in Steering Committee meetings.

- Review and approval of project plans, budgets, and major decisions.

- Contribution of expertise and guidance based on individual areas of specialization.

1. Steering Committee Meetings: The Steering Committee will meet click here to enter frequency of meetings [monthly is preferred] to discuss project progress, challenges, and strategic decisions. Meetings will be click here to enter how meetings will be held [in-person is preferred].
2. Decision-Making: Decisions will be made by consensus. In the event consensus cannot be reached, enter Organization Name will have the final decision-making authority.
3. Reporting: enter Lead Organization Name will provide regular updates and reports to the Steering Committee on project progress, financial status, and any issues requiring attention.
4. Amendments: This MOU may be amended by mutual written agreement of the parties. Amendments must be provided to the Office of Tourism, Montana Department of Commerce.
5. Duration: This MOU shall commence on Click to enter a date and continue until the completion of the Pilot Community Tourism Grant Program for the community if selected.

**IN WITNESS WHEREOF,** the parties hereto have executed this Memorandum of Understanding as of the date first above written.

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