

## **APPENDIX E: Memorandum of Understanding**

All applicants must have an MOU with their partners. The MOU should clearly outline the roles and responsibilities of each partner and list their funding contribution. If an applicant enters into an MOU with a training provider, list the training length, location, class size, cost, and other important information. Applicants must obtain an MOU/Letter of Commitment from their Local LWIA Area describing the project and stating if it is consistent with the overall goal and vision for the area. A Microsoft word sample template of a Memorandum of Understanding can be downloaded under the *Resources* heading of the NOFO web page at: [www.illinoisworknet.com/apprenticeshipNOFO2025](http://www.illinoisworknet.com/apprenticeshipNOFO2025)