



Cleveland State University

Maxine Goodman Levin College of Urban Affairs
Center for Nonprofit Policy & Practice

2008-2009 Nonprofit Community Assistance Program

Instructions

Guidelines for working with NCAP Projects

Working on an NCAP Project:

We want to emphasize the importance of faculty and students meeting with the selected organization(s) to formalize a **“memorandum of understanding”** within the first few weeks of the semester; the memorandum identifies the purpose and scope of the project and can allow you to tailor the project more specifically to the needs of the class and student abilities. Sometimes organizations propose projects that are too ambitious or lengthy. It is important to begin with an agreement as to what will be completed for the organization and to have this in writing. A template of this is attached to this report.

MEMORANDUM OF UNDERSTANDING

Department
Date

Organizational name
address

WE AGREE TO DO THE FOLLOWING: then a paragraph or two of text.

Signature line for the organizational representative

Signature line for you as the profess