

Memorandum of Understanding

Number: 2xxx-0x-0xx

"Example Project" Project

The parties:

Stichting NLnet, domiciled in Science Park 400, 1098 XH Amsterdam, The Netherlands, referred to as "**NLnet**" in this document, represented by **Bob Goudriaan**,

and

Ama Adesida, an individual domiciled in Townstreet 12, 34567 Streetwork, in Country,

given that:

- **NLnet** has the mission "to promote the exchange of electronic information and all that is related or beneficial to that purpose".
- The internet is a rather complex and layered cluster of technologies, and lots of things are currently not functioning as users expect.
- **Ama Adesida** is a renowned expert in software development, that is the lead of **Plan D** - a comprehensive project that tries to [.. fix the internet in some way ..]. **Plan D** builds open source tools that mitigate the risks for end users and empower developers to effortlessly deliver safe and robust applications.
- **Ama Adesida** has expressed the intention to contribute to these efforts by e.g. development of open source software to [.. key goal of the project ..]).
- **NLnet** thinks that this project is of significant value for the security of the open internet, and wants to facilitate such a contribution.

agree to the following:

- **Ama Adesida** has written the proposal "*Example Project*" which is attached to this document as Annex I. Annex I forms an integral part of this Memorandum of Understanding. If and where statements in this annex or other annexes are in contradiction with one or more statements in the main memorandum text, the statement or statements in the main memorandum text will prevail.
- **Ama Adesida** is voluntarily undertaking the project, and is solely responsible for all aspects of the project including planning and coordination as well as involving contributors and partners - as long as such happens in line with the terms and spirit of this MoU. The source code of the Project shall be made publicly available under GPLv3, or any later version.
- As the signatory of this MoU, **Ama Adesida** shall act as official point of contact in the context of this project; it is the responsibility of **Ama Adesida** to notify **NLnet** in case of any changes.
- **NLnet** commits to make a reservation for the amount of **xx.000** to **Ama Adesida** in order to support the "*Example Project*" project. The reservation is bound to the proposal as contained within *Annex I* of this MoU.
- Should the project fail to complete the goals described in Annex I, partially or in full, there is no other consequence than the termination of this MoU.

- **Ama Adesida** commits to publicly report on the progress made within the project on a regular basis (every two months, more often is never a bad thing) and will maintain a public status page for the project to keep the wider internet community informed. As a courtesy, **Ama Adesida** may send non-public updates about the status of his project to **NLnet**, but there is no obligation whatsoever to do so - **NLnet** is not operationally involved with the project; its only interest is the public benefit that is the result of the project succeeding in reaching its goals.
- Donations may be claimed up to the reserved amount within a maximum of six months after the proposed end of the project. Donations will be final when the specified milestones or previously agreed partial deliveries have been verified to have been completed. Payments will subsequently be made by wire transfer into a bank account designated by **Ama Adesida**.
- **NLnet** and **Ama Adesida** may issue one or more individual or joint public statements announcing the project and NLnet's financial support. **Ama Adesida** is also encouraged to visibly and vocally acknowledge NLnet's contribution where possible — e.g. through its website, promotional materials, in presentations and in source code.
- Funding to any particular group or person will be on the understanding that they coordinate their activities in agreement with **Ama Adesida**, in the spirit of cooperation, and in an effort to achieve the results of the "*Example Project*" Project.
- This Memorandum of Understanding cannot be seen as any kind of employment agreement or business contract. **NLnet** receives no goods or services as a result of this MoU. Any payments are to be made as charitable donations to **Ama Adesida** in the light of a voluntary contribution to the public benefit such as defined within the statutory mission of **NLnet foundation**. **Ama Adesida** is responsible for paying any and all taxes or other fees with regard to this grant, and to inform any relevant authorities within her country of these donations should this be legally required.

On behalf of NLnet

Bob Goudriaan

Ama Adesida

(Place) (Date)

(Place) (Date)

Annexe I: Project plan

For the project plan the basic format NLnet proposes is as simple as it gets: essentially it consists of a set of *high-level tasks*, which are linked to *concrete outcomes* (some prefer the name 'deliverables'). See the example below. There is a donation amount attached to each task, which you unlock by publishing the associated results. You choose the size of these tasks yourself based on what makes sense for your project, as long as there are verifiable results. A task can have **multiple outcomes** but consider to divide amounts across *subtasks* in that case -- especially if tasks are executed by different people, or have a relatively large size (many people prefer regular food on the table). (If you don't have an amount attached to individual subtasks, this is also fine -- it means you will complete the entire task before you ask for a payment).

Every task is **numbered** and has a descriptive title (e.g. 'Alpha version of library', 'Release test suite'). Please add a few lines of explanatory text summarizing what will be done in words that are understandable to people outside your project, and any conditions or external interactions like 'Discuss specification within IETF'. The subtasks described are what you will deliver before the task is considered done. All very minimalistic, it probably can't be more efficient than that. Of course if a project has more detailed plans already, we can attach those as well. We won't make anyone write overly detailed plans unless they really want to do it themselves.

There is nothing like an introductory paragraph to really draw people into what you are putting in front of them in the plan that will follow. There is a lot you can say in a single paragraph of text, but feel free to use more. You can reuse parts of the management summary you probably provided already as a starter.

1. Title of some task

One or two lines of what the task is about (including any subtasks) will do to help everyone understand what the project aims to achieve in this chunk of work. Add an optional amount to a subtask you might want to be paid separately, e.g. add (3000 EUR) at the end of the description of the subtask.

Milestone(s)

- Create requirements document + threat modelling (500 EUR)
- Create technical design (2200 EUR)
- First alpha release (2700 EUR)
- Some other subtask (e.g. release first alpha version) (600 EUR)

Amount

6000 EUR

2. Descriptive title of another task

Rinse and repeat. For the remaining tasks as well one can surely produce a few sequences of words to add that wonderful feeling of structure and oversight. This tasks will achieve features X and Y, allowing users to do Z.

Milestone(s)

- Certified WCAG accessible
- New beta release with feature X and Y

Amount

???

X. Release 1.0 version

Process bug reports from beta release, as well as the results of the security audit.

Milestone(s)

- Process issues from external security review
- Publish developer and user documentation
- Public launch of 1.0 release
- Some more things

Amount

???