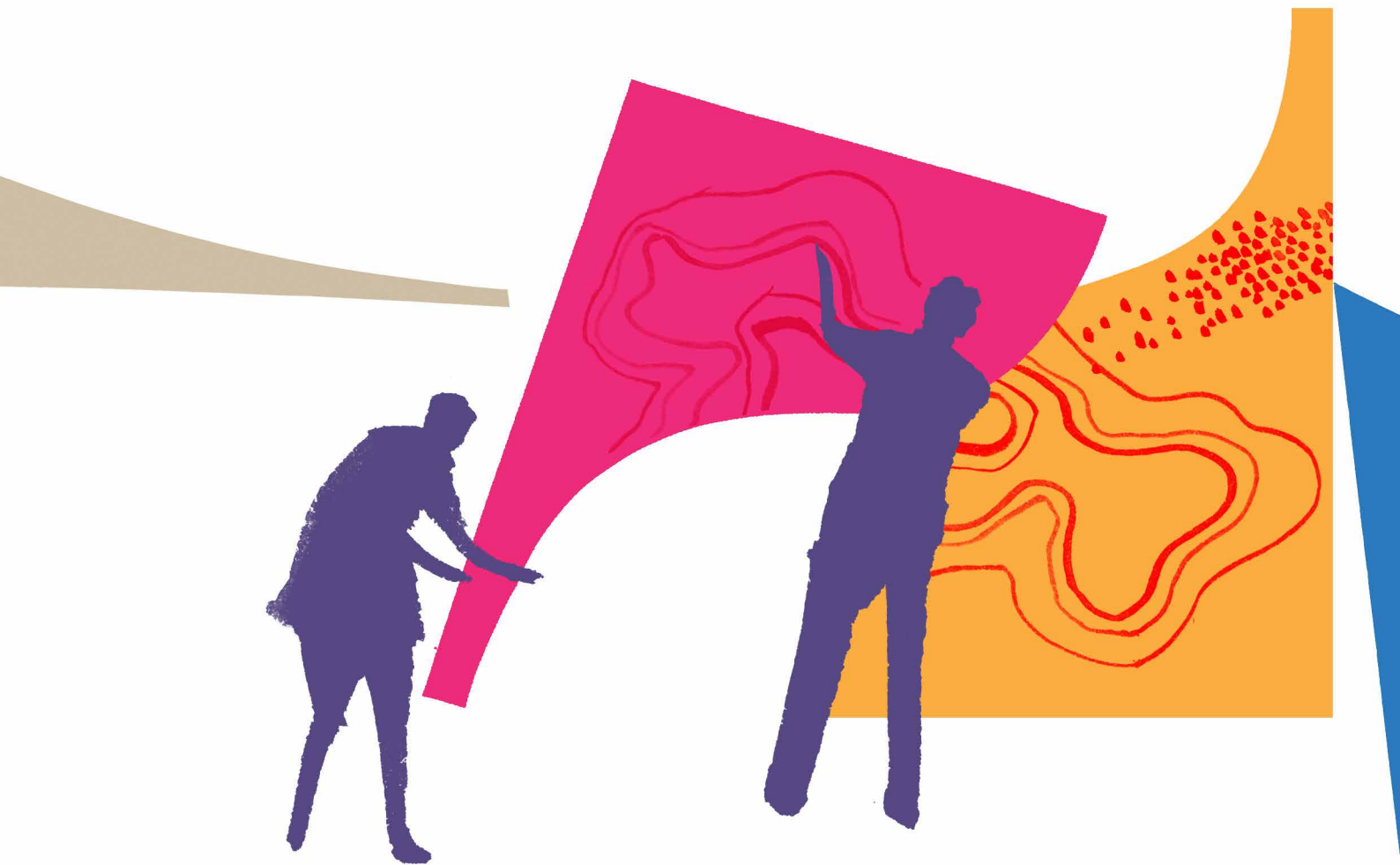


# Partnership Agreement



# Partnership Agreement

## Statement of Intent

**Purpose:** the purpose of this Partnership Agreement ('Agreement') is:

- to outline the key details of the partnership project Project Title ('Project')
- to clarify the roles and responsibilities of each partner organisation ('Partner')
- to provide a route for resolution if the project does not go to plan

**Timeframe:** this agreement covers the period of \_\_\_\_\_ to \_\_\_\_\_

**Partners:** the partners involved in the project are as follows:

Organisation Name:

Organisation Address:

Registered Company / Charity Number:

Main Contact Name / Email Address / Contact Number:

Secondary Contact Name / Email Address / Contact Number:

Organisation Name:

Organisation Address:

Registered Company / Charity Number:

Main Contact Name / Email Address / Contact Number:

Secondary Contact Name / Email Address / Contact Number:

Organisation Name:

Organisation Address:

Registered Company / Charity Number:

Main Contact Name / Email Address / Contact Number:

Secondary Contact Name / Email Address / Contact Number:

**Values:** This agreement relates to a partnership project. As such partners agree to approach the project in a spirit of collaboration, embodying the following values: good communication, shared vision, embracing differences, sticking to commitments and working compassionately. Partners agree to support each other and contribute their specific expertise where necessary.



## Project Details

**Project Mission:**

[One paragraph project description]

**Project Timeline:**

[Include key dates and milestones including agreement of vision and aims, midpoint review of partnership and debrief and evaluation conversation at end of project]

Date	Description of Milestone



## Roles and Responsibilities

**Project Responsibilities:** Each partner's specific responsibilities include but are not limited to:  
[Include key deliverables for project for each partner e.g. workshop delivery, event delivery, evaluation]

**Partner:**

**Partner:**

**Partner:**

All partners' collective responsibilities include but are not limited to:



**Financial Responsibilities:** All partners commit to adhering to the income and expenditure as set out in the partnership project budget, including an appropriate allocation of funding to each partner organisation involved. Each partner agrees to cover the following costs:

**Partner:**

**Partner:**

**Partner:**

Each partner takes responsibility for their own organisational running costs in relation to the project, including staff costs and insurance. Any additional project expenditure outside the agreed budget must be agreed by all partners before any expenditure is incurred.

**Liaison:** Partners agree to liaise with each other regularly in relation to the project and to consult each other on any significant decisions relating to the project. No significant decisions will be taken that materially affect the scope of the project without consultation with all partners.

## Marketing and communications

Partners agree to obtain consent from all other partners before sharing details about the project, including via print media, social media, websites, newsletters, press releases or advertisements. When sharing details about the project, partners agree to use as a minimum the following information:

Project title:

Partner organisation names:

Funders name(s):

Relevant partner and funder logos and other marketing material will be made available for all partners to use for the duration of the project. Partners agree to obtain the necessary rights and licences to share their marketing material, and to ensure any such material is only used in relation to this project.



## Cancellation or termination

If the project is cancelled or a partner is unable to fulfil their responsibilities for reasons outside of their control (referred to as force majeure), the partners will aim to reschedule the project for a mutually convenient time or deliver the project in an alternative way.

If a partner does not fulfil their responsibilities outlined in this agreement, partners must first work together to try to resolve any issues. If after one month a suitable resolution cannot be found or a partner continues to breach this agreement, any partner may decide to withdraw from the project or all partners may agree to terminate this agreement. In this situation, any outstanding payments must be made to other partners or suppliers.

Partners agree to keep funders informed of any issues that affect the delivery of the project, in particular plans to reschedule, redesign or cancel the project.

## Declaration

By signing here, all partners agree to the above Agreement. Signatories confirm they have the relevant authority to sign on behalf of their organisation.

Partner organisation name:	
Signatory name & title:	
Digital signature:	
Date:	

Partner organisation name:	
Signatory name & title:	
Digital signature:	
Date:	

Partner organisation name:	
Signatory name & title:	
Digital signature:	
Date:	