

**COLLABORATIVE AGREEMENT SAMPLE TEMPLATE**

**INSTRUCTIONS:** Collaborations will vary in the amount of formality required to define what is to be accomplished and how collaborative partners will work together. This document provides a template for your collaborative agreement between all partners involved in your project.

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| --- | --- |
| **Project Name:** |  |
| **Project Collaborators (list all collaborators involved in the agreement):** |  |
| **Intended project start date:** |  |
| **Intended project end date:** |  |

1. **Background and Mandate:**

Specify how the collaborative was initiated and provide an overview statement about what the partners want to achieve together.

1. **Purpose of the agreement:**

Elaborate on what this agreement sets out to do.

***Example:*** *The purpose of the agreement is to document arrangements between the lead organization and collaborative partner organizations in implementing the project (Insert Name of Project). All parties agree to be guided by the terms and conditions set out in this document.*

1. **Values and Guiding Principles:**

Clarify the values and/or guiding principles that govern the partners. Include how these values and guiding principles will support or impact your project’s vision

***Example:*** *“Community members will be active partners in this project and will be supported to participate in various phases; all activities and practices will uphold the principles of diversity, equity, anti-oppression, respect and inclusiveness; project partners will have an equal voice in decision-making and equal voting privileges.”*

1. **Roles and Responsibilities:**

Specify the roles and responsibilities of key people and decision-making bodies such as lead organization / trustee, partner organizations, working groups, staff hired by the collaborative, etc.

***Tips:***

* *Clarify the reporting relationships between these bodies and people.*
* *Outline areas of responsibility (i.e., suggest who is responsible for initiating meetings, setting agenda and chairing/facilitating, specify how partners will communicate between meetings, etc.)*
* *Clarify how partners will ideally make decisions*
1. **Finances and Administration:**

Describe how financial administration will be handled within the collaborative.

***Tips:***

* *Specify who is responsible for setting and changing the budget*
* *Indicate who is authorized to make spending decisions once the budget is set*
* *Describe the financial or in-kind contributions of partners or any other financial arrangements, if available*
* *Specify how administrative support for the collaborative will be provided*
1. **Evaluation Plan:**

Describe your approach to evaluating the collaborative partnership, including how you will measure its effectiveness and impact.

1. **Conflict Resolution:**

Describe a process to identify and resolve conflicts in a mutually satisfactory way.

***Example:*** *Where differences arise, the partners agree to:*

* *Address their differences in a timely, open and honest manner*
* *Attempt to resolve issues at the staffing level at which they occur*
1. **Other sections as deemed important by the collaborative:**

This could include terms related to risk management, making changes to the collaborative, managing intellectual property of products developed by the collaborative, etc.

**Terms agreed to and signed by:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Print Name and Title |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Print Name and Title |