



# The Partnership Agreement

A joint venture such as the development of a CLC needs to be formalized so that the partners and other concerned stakeholders have a clear understanding of what has been agreed to. Documenting the ground rules for your partnership will help ensure the partnership has a firm foundation and can withstand changes of personnel in key positions. This can be done in a written document that could take several forms, including a contract, protocol, or a memorandum of understanding.

Use the Partnership Agreement template to draft the content of any partnership agreement you enter into, using the guidelines provided below.

In a formal written agreement, it is not recommended to include details that are subject to change. For example, rather than include a detailed budget as part of the agreement, it is preferable to specify the financial and other resources to be provided by each partner during the life of the agreement, as well as the terms and conditions for the approval and revision of annual budgets.

**The Partner:** Name the partners to the agreement. Each partnering organization should have their own signed partnership agreement with the CLC.

**Date:** Always include the date that the Partnership Agreement was initiated. In the future, this will help you determine when partnership agreements need to be updated.

**Mission Statement:** This section provides the vision for everything that follows in the partnership agreement. It should include the following:

- the values and purpose of the CLC
- the results areas to be pursued
- its guiding principles

**Division of Responsibilities:** This section of the partnership agreement should set forth:

- the responsibilities of the partner who is signing this agreement;
- the responsibilities of the CDA/facilitator,
- Responsibilities of other key stakeholders

**Allocation of Resources:** This section should specify the partner's allocation of:

- financial resources;
- human resources; and/or
- material resources

**Other Provisions:** This section should include any additional information such as:

- the time frame (one year, multi-year period); and
- any conditions attached thereto

**Finalizing the Partnership Agreement** will typically involve the following tasks:

- Drafting each section of the agreement
- Reviewing all provisions in a consolidated draft
- Referring tentative agreement to partners for approval
- Signing the agreement

*(continued)*



**Tips on creating and editing official documents:**

- You should have a signed partnership agreement with each of your key partners
- Always print official documents on school letterhead and have them signed by the school principal
- Each party should have an original signed copy of the official document(s)
- If you do need to make any changes or adjustments to the original document, either have both parties initial the change on the original document, or sign an addendum page for each party.

THE PARTNERSHIP AGREEMENT		
Main Sections		Provisions
Name of Partner		
Date		
Mission Statement	Values & Purpose	
	Results Area	
	Guiding Principles	
Division of Responsibilities <i>(be specific about who is responsible for what)</i>	CLC Partner/Stakeholder	
	CDA / Meeting Facilitator (if not CDA)	
	Other	
Allocation of Resources		
Other Provisions		

*(See template for Memorandum of Understanding on next page)*



## Memorandum of Understanding Template

**Name of CLC School**

### Goal

1. The fundamental objective of this Memorandum of Agreement is to establish mutually satisfactory relations between the school and organizations participating in the development of the (name of CLC School)
2. Together, all partners are striving to develop relations characterized by mutual respect, good will and professionalism.
3. Our mission being: (add mission statements of CLC)

We are pleased that (name of organization) agrees to serve our Community learning Centre with a program to address the following need: (Specify need identified from the need assessment)

### Program Specifics

Program Name/ Service description:

Description of population Served:

Outlined below are characteristics our schools seeks from outside agencies, and the commitment our school makes to your organization.

In conjunction with the agency, the school will: (the following are examples, add or delete as you wish)

- Create a feasible schedule for service delivery
- Identify the recipients of the services
- Provide adequate space and equipment for service delivery
- Participate in the monitoring and evaluation of activities
- A more elaborate partnership agreement will be signed when the specifics of service delivery will be mutually determined

### Signatures

(Partner/Date)

(CLC Principal/Date)