

PARTNERSHIP AGREEMENT TEMPLATE

CBR Project Implementation Grant Program

Between (Partner A, Partner B, etc.)

(Date) to (Date)

Instructions: A completed Partnership Agreement is required for all CBR Project Implementation Grant Program applications. A Partnership Agreement is a written outline of responsibilities and agreement (not legally binding) between the community partner(s) and the proposing team to fulfill the commitments of the proposal to the best of their abilities. A Partnership Agreement Template is provided. You may utilize this template directly, if desired. The submitted Partnership Agreement should be adapted to fit the needs and concerns of the project and its specific partnerships. **At a minimum, this agreement should:**

- Identify all community partners and length of time the applicant(s) have worked with these community partners
- Specific assets each partner provides the project/proposal
- Explain the community partners' involvement in collaboratively identifying the research topic/questions/methodology
- Roles and responsibilities of all community members on the project

We strongly encourage you to think about the other areas/questions listed below when creating your partnership agreement. The Partnership Agreement must be signed by the applicant and lead representative of the community partner organization, institution, or group.

Partnership Mission

- What is the overall purpose of the partnership?
- What questions is it trying to answer?
- What issues is it meant to address?

Partner Mission and Goals

- What is each partner's mission or goal and how does this partnership help them reach it?
- What are each partner's reasons for joining the partnership?

Partnership Values

- What are the shared values that guide the partnership?

Goals and Outcomes

- What goals do partners hope to achieve over the course of this agreement?
- What measurable outcomes will let them know they are achieving their goals?
- What articles, reports, or other products will be created and how will they be disseminated?
- When do partners hope to see these outcomes and products?

Roles and Responsibilities

- What roles will each partner play in the partnership?
- What responsibilities will each partner take on?
- What other expectations do the partners have of themselves and each other?
- How and by whom will decisions be made?

Funding and Support

- What funding is needed for the process and outcomes of the project?
- How and by whom will decisions be made?
- What funding is needed for the process and outcomes of the project?
- What financial or in-kind resources will each partner bring to the partnership?
- Who will be compensated for their work and how?
- What other supports do partners need to fulfill their roles?

Communication Plan

- How will the partners communicate with one another?
- When will partners meet?
- How often will partners review how the partnership is going and make changes if needed?

Data and Credit

- Who will own the data?
- How will it be protected and kept confidential?
- How will partners receive credit for their work?
- How will authorship look on any published materials?

By signing below, (Partner A, Partner B, etc.) agree to fulfill the above commitments to the best of their abilities. This is not a binding legal contract. It can be changed at any time with the agreement of all partners. If commitments are not met or partners can no longer fulfill their commitments, each partner has the right to suspend the collaboration until a new partnership agreement can be established.

Partner A: _____
Organization/Institution Name

Name Title Signature Date

Partner B: _____
Organization/Institution Name

Name Title Signature Date