Collaboration Agreement

between

NAMES OF ORGANIZATIONS

**Purpose:** To determine a new working administrative model that will allow each of the organizations to work more effectively.

**Benefits:** Each of the organizations will have a new structure that will allow peak effectiveness within limited resources. The community will benefit from the lessons learned throughout the development and implementation of the project.

**Time Frame:** April 2014 through to September 2017.

**The Process:**

* Work with Consultants to identify common values and potential areas of exploration.
* With the support of Consultant, develop prototypes for testing and develop an evaluation process appropriate for each prototype.
* Over the course of three years, the prototypes will be tested and final decisions regarding organizational structure(s) will take place in 2017.

**Project Team:**

The Project Team will consist of a staff member and 1 or 2 board members from each organization. During the course of the project, there will be opportunities for the entire board of each organization to be updated and to contribute.

**Decision-making process:**

* Each of the organizations will identify a board member capable of making decisions on behalf of their own organization so that work can go forward in a timely fashion.
* Following the exploration process of the project, each board will have to make decisions that are reflective of the best interests of their own organization within the larger project.
* NAME OF ORGANIZATION will be the lead of the project and as such is empowered to search out additional funding, is responsible for submitting final reports and for developing and reporting on the budget to the Project Team.
* It is understood that the scope of the project does not include the artistic visions of each of the organizations. The project is about providing appropriate administrative support that may include but is not limited to:
* Financial mechanisms
* Marketing
* Volunteer Management
* Governance
* Granting and Fundraising

**Conflict Resolution:**

In the case of a conflict that cannot be resolved within the Project Team, a facilitator will be sought that has no direct ties to any of the organizations involved.

**Financial Mechanisms:**

The Lead Organization will hold the funds designated for the project. No financial commitments will be made until all partners have deposited their share of the expenses with the lead organization.

Signed in agreement: