



City of Vancouver Cultural Infrastructure Grant Program

Suggestions for Writing a Memorandum of Understanding / Partnership Agreement

The City of Vancouver encourages the creation of meaningful, intentional partnerships and collaborations to enable the development of sustainable affordable cultural spaces and places.

A detailed Memorandum of Understanding or Partnership Agreement (MOU/PA) between non-profit organizations or between a non-profit and a for-profit organization with clearly defined roles, responsibilities and relationships is essential in helping the partnership to move forward smoothly. The MOU/PA should also provide evidence that the proposed project is mutually meaningful, beneficial and vital to the activities and mandates of each partner organization. Juries in past Cultural Infrastructure Programs have repeatedly emphasized the importance of strong MOA/PAs; they make a difference in the evaluation of your grant applications! The following is provided to aid you in the development of an MOA/PA.

The Memorandum of Agreement / Partnership Agreement should answer the questions: **WHO - WHAT - WHERE - WHEN - WHY - HOW AND HOW MUCH?** as applicable.

The following is provided as a suggestion only. It is the responsibility of your organizations to ensure that you follow best practices and ensure that your partnership selection(s) are the right ones for your project. Try to ensure that what is to be done or what is expected is written in plain, simple language while being specific about any financial or other resource obligations of each party. It is a good idea to include dates of when the actions of each partner are to be taken or completed. Someone on the outside with no other knowledge of the project should be able to easily read and understand the MOU/PA.

1. **Partners Identification** - Identify the partner organizations involved in the Memorandum of Understanding, including contact information. Name one lead person in each organization.
2. **Project Description** - Include a description of the project, a project rationale and hoped for results. Be specific. Itemize the project goals, objectives and outcomes.
3. **Project Purpose and Scope** - Identify the purpose of the MOU/PA as it relates to the project - that is, the reasons for forming the partnership.

4. **Background of Organizations** - Provide a brief description of each partner involved in the MOU/PA and their rationale for entering into the partnership.
5. **Roles and Responsibilities** - Define the activities that the partners will individually undertake throughout the project and any activities that will be done jointly and under what terms.
6. **Decision-Making and Dispute Resolution** - Indicate how decisions will be made and how disagreements will be resolved.
7. **Modification and Termination** - Include how and under what circumstances the MOU/PA could be/should be modified or terminated.
8. **Funding/Fiscal Responsibilities** - Include the fiscal responsibilities of each partner organization (i.e. funding amounts contributed by each organization, both in cash and in-kind), or any other commitments regarding funds
9. **Dates and Signatures** - Ensure that the MOU is signed and dated by all partner organizations. It's important to include the effective date of the partnership and the length of duration of the partnership.

You can personalize the MOU/PA as per the requirements of the partners involved. Just make sure that you include all relevant points, so that there is no room for confusion or misunderstanding among the partnership organizations. Time spent working out the details of the MOU/PA in the beginning will help to ensure a smooth-running and beneficial partnership for all parties involved.