**Sample Partnership Template**

**[Applicant]** and **[Partner(s)]** have come together to submit an application for **The Community Foundation of Mendocino County’s 2016 Community Enrichment Grant Program**; and

The partners listed below have agreed to enter into a collaborative agreement in which **[Applicant]** will be the lead agency and named applicant and the other organization(s) will partner in this application; and

The application prepared and approved by the partners will be submitted online to the Community Foundation of Mendocino Countyon or before **December 4, 2015.**

***I) Description of Partner(s)***

*Provide some background on the partner organization(s), including the organization’s mission and vision, history, and programs and services.*

***II) History of Partnership***

* *Provide a brief history of the collaborative relationship between the applicant and the partner(s), including when and under what circumstances the partnership began.*
* *Describe why the partnership is of value.*

 ***III) Development of Application***

* *Discuss who initiated the application and how each partner contributed to the development of the application.*

 ***IV) Roles and Responsibilities***

It is agreed between the partners to

* *Clearly state the roles and responsibilities each organization will assume to ensure the success of the proposed project.*
* *Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds, e.g. office space, project staff, training.*
* *Identify the representatives who will be responsible for planning, developing, and implementing the project activities and the grant publicity and reporting requirements.*

***V) Timeline***

The roles and responsibilities described above are contingent on **[Applicant]** receiving funds requested for the project described in the Community Foundation of Mendocino County grant application. Responsibilities under this Partnership Agreement would coincide with the grant period, anticipated to be **4/1/2016** through **4/30/2017**.

***VI) Attachments***

*Please attach partner organizational documents including:*

* *Partner income statement from the most recent completed fiscal year*
* *Partner balance sheet*
* *List of partner board of directors*

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***VII) Commitment to Partnership***

1) The collaboration service area includes Mendocino County and its service areas.

2) The partners agree to collaborate to provide **[specify grant purpose]** pursuant to the program narrative of the grant application. We understand that if one partner fails to complete a grant activity, the other partner is responsible for its completion.

4) We, the undersigned, have read and agree with this Partnership Agreement. Furthermore, we have reviewed the proposed project and approve it.

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Applicant X

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Partner 1

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Partner 2

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_