PARTNERSHIP AGREEMENT TEMPLATE

WHY THIS TOOL MATTERS?

A partnership agreement template is a structured and reusable standard document that serves as an operational basis for formalising collaboration between two or more entities (associations, institutions, companies, etc.) within the framework of a joint project.

HOW TO USE IT?

1. Define the different useful sections that will be common to all partnerships.
2. Choose or create the model you would like to use.
3. Make a copy of the template and keep it available.
4. Centralise the Information you need to fill out the template according to the collaboration you want to do.

TIPS

- Use a simple template which will be easily adaptable.
- Try to use clear language and simple visuals for better accessibility.

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2024-2-FR02-KA220-YOU-000293524

Partnership agreement template

1 - What does it involve?

This tool defines clearly:

1. **The purpose of the collaboration** (the specific goals and objectives of the project).
2. **The roles and responsibilities** of each partner.
3. **The contributions** (financial, human, or material resources) that each partner commits to making.
4. **The project governance**, monitoring, and evaluation arrangements.

It is a partnership agreement whose content must be adapted to each new relationship, transforming an intention to collaborate into a formal and transparent commitment.

2 - Why is this tool necessary?

This tool is important because it provides a model for establishing formal collaboration.

- **Securing collaboration**: It formalises the relationship between your organisation and your partners (cultural associations, educational

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2024-2-FR02-KA220-YOU-000293524

institutions, local institutions, etc.), moving from an informal agreement to a clear and mutually beneficial commitment.

- **Clarity and alignment**: It ensures that all stakeholders understand and agree on the vision, specific project objectives, and expected results. This minimises misunderstandings and potential conflicts.
- **Accountability**: The agreement precisely defines the roles, responsibilities, and contributions (financial, human, material) of each partner, allowing for effective monitoring and improved accountability.
- **Legal framework and credibility**: A formal document strengthens the project's credibility among young people, funders, and the general public. It also serves as a legal framework in the event of disagreement or when clarification is needed.

3 - Key points to include in the template

Section of the agreement	Recommended content
Preamble	Brief presentation of the partners and the common vision for the project.
Purpose of the convention	Precise description of the joint action or project (e.g., a cycle of workshops to raise awareness of contemporary art for young people).

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2024-2-FR02-KA220-YOU-000293524

Roles and responsibilities	Who does what: logistics, communication, financing, human resources (mediators). Designate a contact person (coordinator) for each action category.
Resources and contributions	Inventory of the contributions of each party (financial, material, personnel, access to networks).
Monitoring and evaluation methods	Frequency of any follow-up meetings and feedback on the stages and progress of the project.
Communication and visibility/counterpart	How partners will be mentioned (logos, social networks), and communication management methods.
Duration and termination	Start and end date of the partnership, and conditions for early termination.

2 - Choose a model

You can find various templates online that you can customise to suit your organisation, stakeholders, and the project in question.
The legal provisions regarding partnership agreements may vary from country to country; therefore, please research this matter in advance to ensure you have a valid basis.
Remember to keep a blank template for future reference.

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2024-2-FR02-KA220-YOU-000293524