

7. Partnerships – Working Together

- Buy – In Sheet
- Partnership Planning Questions
- Partnership Agreement Template
- Sample – Northern Spirits Partnership Agreement

Buy – In Sheet

(Source: Flo Frank's Toolbox)

In order to agree to (buy – in) a partnership, each partner needs to know the following:

- What's in it for me? What's in it for you?
- What do I have to do? What will you do?
- Do I have the ability/capacity to do it?

Regardless of the answers – Yes or No – What's next?

Partnership Planning Questions

(Source: Flo Frank's Toolbox)

It is important to know the answers to the following questions:

Partnership Pre-Planning

1. What does partnership mean to us?
2. What is the vision (desired outcome) of this partnership?
3. Why do we want to do this? (Why wouldn't we want to do it?)
4. What are the strengths – limitations that we have/bring?
5. What's in it for us? What do we get?
6. What would the other partners get?
7. What would we have to do or give?
8. Do we have the capacity – ability – attitude needed to do what is required?
9. What would have to change?
10. Where do we start?

Partnership Planning – Being Prepared

1. What's the big vision – results of the partnership? (DRAFT ideas only)
2. The vision for how the partnership itself would operate:
3. What is our initial role and contribution? (What we will do to make the partnership environment healthy and solid).
4. Are we ready? (What does that mean?) What do we need?
5. Thoughts about immediate opportunities and issues (obstacles):
6. What values do we demonstrate that suggest that we can be good partners?
7. What assumptions or expectations do we have?
8. What should be done next?
9. Who needs to be involved?
10. What are the resource implications?
11. What is the best that can be hoped for? What is the worst?
12. Who and what can we use as resource people or material?
13. Other

Partnership Agreement Template

(Source: Flo Frank's Toolbox)

Who is involved?

What are we doing?

Timeline – When will it happen?

Vision – What do we hope will change in the future?

Values/Principles/Beliefs – How will we treat each other?

Action Strategies – What will we do together? (big activities – possibilities)

Specific Goals and Priorities:

Contributions: What will each partner contribute?

Decision Making

Roles (who will do what?)

Resources (budget, HR, facilities, etc)

Communication (marketing) Plan

Evaluation (how will we know we are making progress?)

Closure (when will the partnership end?)

Signatures (if needed)

Sample – Northern Spirits Partnership Agreement

(Source: Northern Spirits Partnership)

Partnership Agreement between; Musqua Entertainment (Voices of the North), the Northern Sport, Culture and Recreation District, Missinipi Broadcasting Corporation (MBC), and Prince Albert Grand Council (PAGC)

This agreement made April, 2009.

BETWEEN

Musqua Entertainment (Voices of the North) (Hereinafter called ME)
103 MacDowell Crescent
Prince Albert, SK
S6V 6N2

Northern Sport, Culture and Recreation District (NSCRD)
(Hereinafter called NSCRD)
Box 1097
La Ronge, SK
S0J 1L0

Missinipi Broadcasting Corporation (MBC)
(Hereinafter called MBC)
#77 - 11th Street West - 2nd Floor
Prince Albert, Saskatchewan
S6V 3A8

Prince Albert Grand Council (PAGC)
(Hereinafter called PAGC)
Sports, Culture & Recreation
Gymnasium
851 23rd Street West
Prince Albert, SK
S6V 6K1

WITNESSETH:

That ME, the NSCRD, MBC, and PAGC in consideration of the premises and of the covenants and stipulations hereinafter mutually promise, and agree one with the other as follows:

A. Project Purpose

To offer an opportunity for northern youth to participate in an a three day workshop leading to potential participation in the production and performance of the Northern Spirits Showcase to be held at the E.A. Rawlinson Centre in Prince Albert on October 11, 2009.

Objectives

- Northern youth exposure to the arts/cultural programs and opportunities.
- Improved self esteem of northern youth.
- Northern communities supporting youth's participation in arts/cultural programs.
- Identifying and supporting youth with creative and artistic talent.
- To continue with a mutually beneficial partnership between ME, the NSCRD, MBC and PAGC.

B. The Agreement

As a partner contribution the NSCRD agrees to the following:

- Active participation on the Northern Spirits Committee.
- To act as the financial administrator of the activities associated with the 2009 Northern Spirits initiative.
- To pay all expenses and deposit all revenues associated with Northern Spirits initiatives that fall within the Northern Spirits budget.
- To maintain a Northern Spirits chart of accounts.
- To provide monthly income and expense statements to the Northern Spirits committee.
- In the event that expenditures exceed revenue, the NSCRD Program Manager for Culture and Community Development will notify the Northern Spirits Committee in writing. The Northern Spirits Committee will review the situation and make the appropriate decisions.
- To apply to the Government of Saskatchewan for \$25 K from the Prevention and Support Program and to provide the appropriate follow up reports.
- Coordinate the meetings of the Northern Spirits Committee.
- Solicit sponsorship.
- Distribute promotional material throughout northern Saskatchewan
- Receive and sort applications.
- Post information on website.
- Confirm registration and travel arrangements for up to 100 northern youth and chaperones representing the Northern District geographic area to participate in the May workshop.
- Confirm registration and travel arrangements for up to 20 northern youth and chaperones representing the Northern District geographic area to participate in the October Showcase.
- Ensure registration process and meet the needs of the logistical needs of the youth participants.
- Encourage and support local mentors to support youth through all aspects of the program.
- Provide liaison representation of the Northern Spirits Initiative to the Prince Albert Aboriginal Music and Arts Festival Governance Committee.

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As a partner contribution ME agrees to the following:

- Active participation on the Northern Spirits Committee.
- To be responsible for any surplus/deficit occurring as a result of the Northern Spirits Initiative and to be responsible for the distribution/contribution to ensure ending with a balanced budget.
- Develop and lead the technical aspects of the initiative.
- Lead the youth selection process for the workshop and showcase.
- Secure venues and workshop facilitators.
- Solicit sponsorship.
- Produce the Showcase.
- Ensure that the needs of the workshop facilitators are met.

As a partner contribution MBC agrees to the following:

- Active participation on the Northern Spirits Committee.
- Solicit sponsorship.
- Promotion of the Northern Spirits Workshop.
- Promotion of the Northern Spirits Showcase (with \$500.00 support from the Northern Spirits program budget).
- Broadcast the Northern Spirits Showcase following the event.
- Purchase the T-shirts for the youth, chaperones and other key participants.
- Provide a tour of MBC at the workshop and workshop sessions as determined and able (i.e. film production, emcee support).

As a partner contribution PAGC agrees to the following:

- Active participation on the Northern Spirits Committee.
- In kind use of the PAGC gymnasium for the workshop.
- \$5,000.00 sponsorship to Northern Spirits.

As two of the initial and major partners of Northern Spirits, the ME and NSCRD jointly agree to the following:

- To be responsible for any surplus/deficit occurring as a result of the Northern Spirits Initiative and to be responsible for the distribution/contribution to ensure ending with a balanced budget. Any surplus or deficit will be shared between these two partners, 50/50.

C. Duration of Agreement

1. This Agreement shall be in effect from April 1, 2009 to March 31, 2010 with provisions to extend the contract as mutually agreed.
2. This agreement may, upon fourteen (14) days written notice, be terminated by either party without cause.

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D. General Conditions

1. Any significant addition or deletion to the work set out in Clause B (and the documents it refers to) must be agreed to by both the NSCRD and ME.
2. The NSCRD here expressly acknowledges and agrees:
 - a) That reports generated will not be used for any purpose other than work within this contract.
 - b) That the NSCRD shall not assign or transfer this contract to any other person.

E. Conclusion

It is hereby agreed that the rights and obligations conferred or imposed on the Northern Spirits Initiative by this Agreement may be exercised by any person expressly authorized by the committee to act on their behalf.

In WITNESS WHEREOF the parties hereto have hereunto set their hands the date first written above:

_____ (name)

_____ (signature)

Musqua Entertainment

Date _____

_____ (name)

_____ (signature)

Witness

Date _____

_____ (name)

_____ (signature)

Northern Sport Culture and Recreation District

Date _____

_____ (name)

_____ (signature)

Witness

Date _____

_____ (name)

_____ (signature)

Missinipi Broadcasting Corporation

Date _____

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_____ (name)

_____ (signature) Date _____
Witness

_____ (name)

_____ (signature) Date _____
Prince Albert Grand Council

_____ (name)

_____ (signature) Date _____
Witness