**Partnership Agreement**

Entered into by:

**Organisation Name**

Address

Address

Address

Postal Code, Province

As represented by (name of signing authority)

(title), Organisation

and

**Organisation Name**

Address

Address

Address

Postal Code, Province

As represented by (name of signing authority)

(title), Organisation

**The agreement is entered into for a period of Start Date to End Date following the signature and will be renewed automatically unless the partners agree to terminate the agreement.**

1. **DESCRIPTION OF PARTNERS**

Describe the first organization entering into the partnership, usually the Mission/Orientation/Values are described here.

Describe the second organization entering into the partnership, usually the Mission/Orientation/Values are described here.

If there are more than two partners continue with their descriptions here as you did above.

1. **DESCRIPTION OF THE PARTNERSHIP AND DESIRED OUTCOMES**/**OBJECTIVES**

Describe the context of the partnership, its goals and desired outcomes/objectives (why are you creating this partnership?). Provide a bit of background information (how the partnership came to be, what issue(s) brought about the need to work together? etc.). Example:

A recent employment study conducted by the Ministry of Employment and Social Economy indicated that English-speakers have greater difficulty finding employment opportunities in Region X than their Frenchs0speaking counter parts.

Through this partnership, Organisation A and Organisation B are collaborating to promote bilingualism and multilingualism to job seekers and employers through the Zone multilingue booth at the Salon d’Emploi Region X, in addition to promoting English-language community services available in Region X.

1. **ROLE OF PARTNERS**

* 1. **Organization A agrees to:**

List the tasks and responsibilities this partner will take on (examples below).

* Coordination of volunteers
* Fiduciary for the project/initiative’s funding
* Data collection and reporting to the funder twice annually
* Manage activity evaluation tools and their distribution / collection
* Promote the initiative/partnership through its social media and web channels
* Be present on-site at the activity/event for its duration
* Develop and share a feedback survey or interview questions after the event
	1. **Organization B agrees to:**

List the tasks and responsibilities this partner will take on (examples below).

* Coordination of volunteers
* Fiduciary for the project/initiative’s funding
* Data collection and reporting to the funder twice annually
* Manage activity evaluation tools and their distribution / collection
* Promote the initiative/partnership through its social media and web channels
* Be present on-site at the activity/event for its duration
* Develop and share a feedback survey or interview questions after the event
* Participate in a feedback survey or interview after the event
1. **COMMUNICATIONS**

Following the signing of the partnership agreement, Organisation A and Organisation B logos will be included on all external communications with respect to this activity issued by both Organisation A and Organisation B; said communications will need to be approved by both organizations before being circulated.

List other specifications and obligations here.

1. **MEDIATION AND/OR TERMINATION CLAUSE**

The Partners reserve the right to terminate this agreement with reasonable notice**.**

(Other specifications can be added here if necessary)

1. **VALUE OF THE PARTNERSHIP**

Organisation B will contribute (insert amount and specify if contribution is in-kind or financial) to the work specified in this agreement.

Organisation A will contribute (insert amount and specify if contribution is in-kind or financial) to the work specified in this agreement.

1. **AGREEMENT IN ENGLISH**

The parties have required that this Agreement as well as any notices, document or proceedings relating hereof be written in English. Les parties aux présentes ont exigé que le présent contrat, ainsi que tous autre avis, document ou procédure s’y rapportant soient rédigés en anglais.

1. **SIGNATURES**

The Partners accept the terms and conditions as laid down in this agreement and attest to their validity:

* 1. The undersigned, (name of signing authority), Organisation A, accepts the terms and conditions of this agreement.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (name of signing authority) |  | Date |

8.2 The undersigned, (name of signing authority), Organisation B, accepts the terms and conditions of this agreement.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (name of signing authority) |  | Date |

* 1. The undersigned has witnessed the above signature.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Witness |  | Date |