**Partnership Agreement between \_\_\_ and \_\_\_**

A partnership agreement is an important tool for ensuring that the partnership is well-structured, effective, and sustainable over the long term. It also helps you to lay out the principles for your partnership to avoid conflicts and misunderstandings in the future. Therefore, it is important that you ensure a thorough dialogue between both organizations in the development of this partnership agreement.

Partnership agreements can vary greatly depending on the needs and goals of the organizations involved. Therefore, this template is just a starting point and may need to be modified to fit the specific needs of your organizations. For further information on how to write a partnership agreement, see DUF’s Toolbox for International Projects and Partnerships.

This instruction and the guiding questions in the red boxes should be deleted before finalizing the partnership agreement.

**1. The Partners**

Questions to consider for both organizations:

* How do the vision and the work of each organization relate to your partnership?
* How is the organizational structure and who holds the decision-making authority in each organization?

**1.1 *[The Danish Member Organization]***

**1.*2 [The Partner Organization]***

**2. Purpose and objectives of the partnership**

Questions to consider:

* What is the main purpose of your partnership?
* What are the specific objectives or goals that your partnership aims to achieve?
* What are the expected outcomes or results of your partnership?
* In this partnership, what do you expect to learn from each other?
* If the partnership were to end in the future, how would you ensure that the learnings are brought back to each organization?

**3. Values and Principles**

Questions to consider:

* What are the shared values and principles that the partnership will uphold?
* How will your partnership ensure to comply with DUF’s Code of Conduct?

**4. Roles and responsibilities**

Questions to consider:

* What are the roles and responsibilities of each organization in your partnership?
* Who will be involved in your projects and how?
* Who is responsible for informing the leadership of each organization about the progress of the partnership and its projects?
* How is the distribution of responsibilities between the volunteer project group, the board, and potential project staff members?

**5. Communication and Decision-Making**

Questions to consider:

* How will the communication between the two organizations be managed and maintained?
* What methods of communication will be used and how frequently will they occur?
* How will decisions be made within your partnership, and what processes will be used to resolve conflicts or disagreements?

**6. Financial responsibilities**

Questions to consider:

* How do you divide responsibility in forming budgets, running bookkeeping, budget monitoring, budget revisions, and the auditing process?
* How will you do bank and cash reconciliations?
* How will financial disputes between the organizations be resolved, and what processes will be put in place to prevent such disputes from arising?

**7. Duration and Termination**

Questions to consider:

* For how long time is this partnership agreement valid?
* When will it be revisited?
* How can it be terminated?

**8. Signatures**

The parties agree to the terms and conditions set forth in this partnership agreement by having an authorized representative from both organizations sign below:

|  |  |
| --- | --- |
| On behalf of the Danish member organization | On behalf of the Partner Organization |
| Date/Place | Date/Place |
| Name | Name |
| Position in organization | Position in organization |
| Signature | Signature |
| Stamp (optional) | Stamp (optional) |