

Template: Community Partnership Agreement

As discussed in Foundry's Community Development Workbook, once you have committed partners who are ready to take the next steps towards developing integrated youth services in your community, it may be time to consider putting agreements in place that define what you're working towards and list the roles and responsibilities of each partner.

The first step is often a Community Partnership Agreement. These documents outline how your organizations will work together. Money is not exchanged with these agreements, however sharing knowledge, resources, in-kind services and office space are discussed at this level. These documents can be useful particularly if you are starting with a short-term pilot program.

A more formal Memorandum of Agreement may come later as you grow, especially if you are going to contract another organization for services. That type of agreement defines the services and staffing that you will put in place.

This Community Partnership template can be used as a starting point when defining how you will partner together. It is meant to capture the collaborative spirit of the vision, more than the concrete details of the work. If you are ready to lay out more specific details, those can be added as well.

We encourage each partner agency to consult their leadership on specific clauses and wording that need to be included.

Title Page

Community Partnership Agreement Between:

Partner Agency A

and

Partner Agency B

Include the following for both agencies above:

- 1. Full Name*
- 2. Address*
- 3. If you are shortening the name ("hereafter referred to as X")*

You can include more partner agencies here if applicable.

Purpose and Scope

Why does this document exist? Why is it important to each of us who are involved?

Sample:

The purpose of this Community Partnership Agreement (CPA) is to clearly identify the roles and responsibilities of each partner agency as it relates to providing services for youth in [community name or geographic region]. The CPA also outlines principles for working together, a shared vision, shared goals and how to handle conflict in a healthy way.

Definitions

What terms are we using in this agreement, such as Partner Agency, integration, youth engagement?

Principles

How are we working together? What principles underline what we value and how we work in a collaborative and anti-oppressive way?

Sample principles from agencies in Kelowna who worked together to create a Foundry centre:

- **Youth & Families at the Centre of Our Work:** All decisions should be guided by, and grounded in, the expressed best interests of the youth and families we serve.
- **Collaboration & Teamwork:** Only through full integration of services will we achieve optimal results.
- **Integrity & Courage:** We will act with integrity and courage in delivering services together. We will be fully accountable to each other, to the youth and families we serve, and to the community.
- **Clarity of Roles:** We each make distinct contributions to the centre that are valuable. Being clear about our roles and contribution will support successful collaboration.
- **Trust and Respect:** We recognize each partner's contribution, their assets and the value they bring to the Centre.
- **Embracing Conflict:** Grounded in mutual trust, respect and safety, we will embrace conflict as an opportunity to grow.
- **Creativity & Innovation:** We are committed to seeking creative and innovative solutions to the challenges we will face in improving services for youth experiencing mental health and substance use issues and their families.

Shared Vision

What is our vision – what is the dream? Were youth involved in designing this vision statement?

Sample:

All parties to this agreement are committed to supporting comprehensive care for youth and evolving how we work together to create collaborative care.

Shared Goals

What are the things that we would like to accomplish? Are these goals measurable for us (both quantitative and qualitative measures of success)? How do the goals reflect what we are hearing from youth in our community?

Sample:

All parties to this agreement agree to the following goals:

- Deliver services in youth-friendly ways that focus on accessibility and engagement.
- Recognize and address barriers to service.
- Meaningfully engage with youth and families/caregivers in the design and implementation of services. This serves two purposes: to co-create useful services and to provide youth with the skills and knowledge to understand the systems that provide care for them.
- Determine collaborative practices to support integrated service delivery, such as team meetings, information sharing agreements or documentation procedures.
- Gather meaningful data, identify gaps and pressure points, and develop and adhere to shared protocols.

Healthy Conflict

How will we manage dispute or disagreements? What are the processes we would like to outline? Are there Elders or partners who can lead us through Indigenous practices of repair when conflict happens?

Sample:

In the event of a dispute, we will employ a mutually acceptable dispute resolution process based on collaboration and mediation.

Roles and Responsibilities

What do we want to outline in the agreement about who is responsible for what? How will we manage resources across the organizations (knowledge, in-kind services, office space, professional development opportunities)?

Sample responsibilities that can be expanded upon and adapted, depending on the nature of each partnership:

Partner Agency A will:

1. Provide [office space or space for providing youth services] for [insert partner agency or type of service provider and other relevant details].
2. Establish and facilitate an advisory group with representatives from health, government, other community partners and youth and families/caregivers [and other applicable organizations].
3. Gather meaningful data to evaluate and improve the quality of the services provided.
4. Provide administrative support such as scheduling appointments.

Partner Agency B will:

1. Co-lead monthly operations meetings with all partner agencies to talk through challenges and opportunities.
2. Provide [insert services] for [insert number of hours] per month, ideally at consistent times, either in person or virtually to support [insert specific youth populations].
3. Invite service providers from Partner Agency A to participate in relevant training sessions.
4. Implement a shared communication strategy to raise community awareness about the partnership.
5. Establish feedback mechanisms for youth, families/caregivers and staff at each partner agency, to make sure their voices are heard.

[Repeat the Partner Agency section if there are multiple partners.]

Effective Date, Term and Extension

When does this agreement take effect? How can the agreement be extended?

Sample:

This agreement will take effect on the date first written above and will continue until [date] (the "Initial Term"). The Initial Term may be extended or re-extended at any time by agreement in writing between the parties.

Withdrawal from the Agreement

What happens if one of the agencies can no longer provide services in this partnership? How can we work through the change to limit disrupting the experience of youth accessing services?

Sample:

If a party wishes to withdraw from this agreement during the term, that organization must provide written notice to each of the other parties at least sixty (60) days in advance of the effective date of its withdrawal.

[Add other clauses as required by each partner agency.]

Signatures