**Community Partnerships**

**Partnership Guidelines Checklist[[1]](#footnote-1)**

Partnership guidelines are developed to help guide the process, establish goals, and clarify partnership members' roles, responsibilities, and expectations. A partnership guideline can also describe how to deal with potential challenges or conflicts. All members can always revisit the document to understand how to solve problems.

Below is a list of items you may want to include in your partnership guidelines. These items can be adapted or expanded according to your partners and your Programs goals and needs.

**General information**

* Purpose of the document
* Brief description of the project
* Definition of partnership principles
* Describe the type of partnership, mission, goals, and objectives.
* Resource of partners.

**Roles and responsibilities**

* Define the roles and responsibilities of each organization engaged in the partnership.

**Communication Plan (to ensure clear communication and participation between partners)**

* Regular meetings
* Virtual calls
* Minutes of each meeting and call. Please keep it in your records.

**Dissemination Plan (to develop the guidelines to communicate with an external audience)**

* How to make information available to the public? Through social networks, webpages, and press releases? Who needs to approve this information in each organization?
* Guidelines for future use of information.
* Ownership of data, if any.
* Presentation guidelines

**Remember**

* Contracts and Memorandum of Understanding (MOU) are documents “that describe the partners’ involvement and participation, the nature of the project, the agreed upon scope of work, the specific products or deliverables, a project timeline, and may sometimes state the amount of funding available.” (GENE 2007, P.38).

1. Adapted from GENE (2007). Making Community Partnerships work: a toolkit [↑](#footnote-ref-1)