|  |
| --- |
| The Give-Get Partnership Agreement is a tool that can support the ongoing development and maintenance of collaborative partnerships for our capacity-building efforts. Utilize the template below to assist you in developing a Give-Get with the organization you are supporting. |

The purpose of a Give-Get Partnership agreement is to outline the shared goals or outcomes of a collaboration, how the partners will work collaboratively, and what each partner is providing and receiving in return. The give and get statements for each partner are clearly and concisely stated in plain language, are succinct, and are digestible. The goal of the agreement is to be a “living document” and one that can be revisited when questions or barriers arise around partnership as well as revised when needed. The Give-Get Partnership agreement is constructed with input from both partners and identified critical perspectives to the partnership for capacity building purposes.

**Before completing the template:**

* Think about why this partnership is important and what you as a partner are bringing to the partnership.
* Ensure that there is a diverse group of individuals involved in the development of the Give-Get Document.
* Prepare potential questions and answers that may arise during the co-creation of the Give-Get Document.
* Ensure that when entering the co-creation process, you are prepared to remain in line with the vision of the project.

**Completing the template:**

* Define the co-creation process and lift up any concerns that are brought forth
* Provide clarity and rationales for certain asks or expectations
* Encourage questions and provide answers

**After the template is completed:**

* Ensure both agencies have signed copies of the document
* Revisit as needed to remind each agency of the expectations
* Modify as the need arises

**Partnership Expectations (Give-Get) Agency Information**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Agency 1:** | **Agency 2:** |
| Please list all individuals who participated in the development of the Give-Get Document for each agency. |  |  |
| Please define the role of each agency that is entering into the partnership. |  |  |
| Why is the Give-Get Document being created? |  |

**Partnership Expectations (Give-Get)**

As we work in partnership to build implementation capacity to maximize outcomes for \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Agency 1) and (Agency 2) agree to the following practices, processes, and goals:

|  |  |  |
| --- | --- | --- |
| What we offer (AGENCY 1) | How we work | What we ask of (AGENCY 2) |
|  |  |  |
| What we create collaboratively  |
|  |  |

##

Signature, (AGENCY 1) Representative Date Signature, (AGENCY 2) Representative Date