

Do you need a Memorandum of Understanding for Your Partnership?

Creative placemaking is a collaborative, creative process—but it works best when expectations are spelled out.

Clear documentation and agreements help everyone understand their responsibilities and can also help to formalize all the good partnership agreements you make at the beginning of your project. This Memorandum of Understanding template provides an opportunity to clarify and quantify vague expectations between partners. To use it, work with your partners to mark areas that are clear and functioning, need discussion, and/or should be part of a written agreement.

Do you need a Memorandum of Understanding for Your Partnership?



Mark areas that are clear and functioning, need discussion, and/or should be part of a written agreement. *

		Clear and functioning	Needs discussion	Written agreement
Partnership definition and boundaries	Goals of the partnership			
	Defined expectations of partners			
	Shared values			
	Defined leadership roles			
Partnership operations	Agreed plans			
	Agreed decision-making process			
	Inter-partner communications system			
	Responsibility for community engagement and public communications			
	Financial management systems			
	Responsibility for fundraising/ resource development			
	Established evaluation measures			

Partner	Senior-level commitment by each partner			
	Financial or other resource commitment			
	Meeting participation			
	Information sharing			
	Active participation in project implementation			
	Participation in joint planning			
Other				

* Adapted from Animating Democracy’s Planning and designing arts-based civic engagement