**<DOCUMENT TITLE>**(e.g. Memorandum of Understanding/Joint Working Agreement/Partnership Agreement)

**OVERVIEW OF THE AGREEMENT**

1.0 This agreement is entered into by and between <COMPANY>, located at [registered address], and <CHARITY>, located at [registered address]. <COMPANY> and <CHARITY> are referred to herein as the “Parties”.

This agreement is being entered into with the aim of establishing a clear and effective plan for the Parties to work together towards common objectives. This agreement does not constitute or infer any contract or binding agreement on or between the Parties.

**DURATION OF THE AGREEMENT**

2.0 The Parties agree to work together for the implementation of the project during the period <Date> to <Date> in accordance with the terms set out in this document dated <Date> unless it is terminated or extended in writing by the mutual consent of the Parties.

**RESPONSIBILITIES AND OBLIGATIONS OF** <COMPANY>

3.0 <COMPANY> hereby agrees to the following obligations during the term of this agreement:

3.1 Provide a donation of £xx to <CHARITY>, to be paid by <Date>.

3.2 Provide in-kind support of (e.g. staff time, resources, office space etc.), to be provided as detailed in the Annexe titled ‘Project Plan'.

3.3 Provide use of the <COMPANY> logo for publicity materials connected to the activities detailed in this agreement. This may include printed or electronic materials.

3.4 Adhere to the relevant policies of <CHARITY> during site visits and staff volunteering activities.

**RESPONSIBILITIES AND OBLIGATIONS OF** <CHARITY>

4.0 <CHARITY> hereby agrees to the following obligations during the term of this agreement:

4.1 Submit a written request for the payment of any the financial donations as detailed in this agreement.

4.2 Offer quarterly update meetings to discuss the progress of the project and additional engagement opportunities.

4.3 Provide annual / bi-annual written report on the progress and impact of the activities as detailed in this agreement.

4.4 Keep <COMPANY> updated with suitable opportunities for staff to engage in additional projects.

4.5 Provide use of the <CHARITY> logo for publicity materials connected to the activities detailed in this agreement. This may include printed or electronic materials.

4.6 List <COMPANY> as a supporter on their website and in annual reports for each financial year in which this agreement is active.

Signed for and on behalf of <COMPANY>

Name:

Title:

Signature:

Date:

Signed for and on behalf of <CHARITY>

Name:

Title:

Signature:

Date:

 **EXAMPLE ANNEXES:**

* Project Plan (e.g. specific activities, planned outputs and outcomes, milestones, visit and reporting schedule)
* budget and reporting schedule
* relevant policies that either party wishes the other to adhere to (e.g. child protection, staff security, health and safety, serious incident reporting, insurance, finance)

**POSSIBLE ADDITIONAL CLAUSES:**

* named contact persons for each party
* confidentiality clauses
* intellectual property considerations