**COLLABORATIVE AGREEMENT**

Between

Organization 1

and

Organization 2

About Organizations

Organization 1

Organization 2

Purpose of the Agreement

Organization 1 and Organization 2 have agreed to work together to provide our community with accessible performing arts experiences. This will be accomplished by “…”. This agreement describes their understandings and commitments to this collaborative effort.

Duration

This agreement will guide the collaboration for the period beginning “…” and ending “…”. The scope and duration of the collaboration may be amended and/or extended through the joint agreement of Organization 1 and Organization 2 to amendments to this agreement as described under the ‘Extensions or amendments of this agreement’ section.

Resources, Roles and Responsibilities

Each participating organization has agreed to commit resources to the collaboration. All

participating organizations will contribute:

1. The time and effort required for consistent participation by the organization in this Agreement.
2. Careful attention to risk assessment and risk mitigation including maintaining appropriate insurance coverage and ensuring appropriate supervision for staff, and volunteers, and use of facilities and equipment contributed to the collaboration; and
3. The resources of their organization required to ensure fulfillment of specific commitments described below.

**Resources**

Organization 1:

Organization 2:

**Roles**

**Responsibilities**

Organization 1:

Organization 2:

Organization 1 and Organization 2 will each retain responsibility and liability for the actions of their volunteers, and if applicable, staff.

Finances

The financial arrangements of this collaboration are:

Decision Making

All significant decisions regarding the collaboration will require agreement by all collaborative partners. Significant decisions will include decisions regarding eligibility for services provided through collaboration, the nature of the services to be provided, and decisions regarding seeking and using funding to carry out collaboration activities.

Conflict Resolution

Organization 1 and Organization 2 are committed to open communication with each other over the course of the collaboration, making decisions as described under ‘Decision making’, through “…”. Where differences arise, the collaborators agree to address their differences in a timely, open and honest manner. If appropriate and deemed necessary, they will engage an independent mediator to assess the situation.

Risk Management

Organization 1 and Organization 2 will complete an initial risk assessment for the work to be carried out through the collaboration, and will regularly update this assessment as the collaboration is expanded or changed, reviewing the assessment “…”.

**Initial Risk Assessment**

*Insurance Coverage*

*High Risk Activities*

*Workplace Safety*

*Legislated, Regulatory, or Internal Policy Obligations*

*Funding Obligations*

Evaluation

Organization 1 and Organization 2 are responsible for conducting an evaluation of the collaboration. Evaluation will occur “…” and will take the form of “…”.

Evaluation will include the following indicators of success:

Addition of New Participating Organizations

Upon the agreement of Organization 1 and Organization 2, additional organizations or governmental entities may be invited to participate in the collaboration. If the invited organizations/entities decide to participate, Organization 1 and Organization 2 will amend this collaboration agreement to include all participating organizations, with all participating organizations sharing equally in the rights and responsibilities described in this agreement.

Termination of this Agreement

Each participating organization retains the right to withdraw from the collaboration upon giving the other participating organizations “…” days' notice of its decision to withdraw. The withdrawal of any participating organization from the collaboration shall result in termination of this collaboration agreement. The remaining organizations may choose to enter into a new agreement to guide their continuing work together.

Extension or Amendment of this Agreement

This agreement may be extended or amended only through unanimous agreement by

Organization 1 and Organization 2. The decision to amend or extend the agreement, and language describing the agreed upon changes, shall be documented in writing, including the date of the amendment/extension, and the signatures of designated representatives of each participating organization.

Signatures of Authorized Representatives

This agreement was unanimously adopted by designated representatives of Organization 1 and Organization 2 on the dates indicated below. The signature of the representative of each participating organization below represents the full commitment of their organization to participate actively in the collaboration and implement fully all elements in this agreement.