

Partnership Agreement Checklist

Use this checklist as a **quick reference tool** to ensure **both parties** entering into a partnership have considered all **agreement elements**.

1. Partnership Purpose & Alignment

- Clear shared purpose of the partnership
- How the partnership aligns with each organisation's mission and values
- Statement of intended benefits for young people and communities
- Agreed success indicators and shared impact aims

2. Roles, Responsibilities & Governance

- Named leads for each organisation
- Role descriptions and responsibilities for both parties
- Decision making processes and who has final authority
- Governance structure (e.g. joint steering group)
- Agreed escalation routes for concerns or conflicts
- Frequency and format of partnership meetings and reporting

3. Youth Engagement & Co-Design Commitments

- How young people will be engaged (consultation, co-design, advisory roles)
- Commitment to meaningful, non-tokenistic participation
- Safeguarding and ethical standards for involving young people
- Payment and recognition terms for youth contributions
- Processes for incorporating youth feedback into decision making

4. Culture, Ethos & Ways of Working

- Agreement to respect and protect organisational culture and ethos
- Plans for sharing knowledge, language, ways of working
- Expectations around communication, behaviour, values, and respect
- Commitments to power awareness, mutual learning, and humility

5. Resourcing, Funding & Contribution Transparency

- What each partner is contributing (e.g., funding, staffing, space, equipment, tech, networks)
- Cost sharing or resource sharing arrangements
- Payment terms and timelines
- Restrictions or conditions attached to funding
- Fair compensation for young people and community members

- Intellectual property and ownership agreements
- How changes to funding or resources will be handled

6. Equity, Inclusion & Accessibility

- Clear commitments to inclusion across abilities, identities, backgrounds, and geographies
- Identification of potential barriers to participation and plans to remove them
- Accessibility standards (digital and in person)
- Plans for centring marginalised or seldom heard young people

7. Safety, Safeguarding & Risk Management

- Shared safeguarding responsibilities and protocols
- Data privacy, digital safety and online harm prevention measures
- Risk assessment process and risk mitigation plans
- Commitment to child rights and dignity over organisational interests

8. Transparency, Data & Storytelling

- Agreement on how data will be collected, analysed, shared, and secured
- Ethical use of stories, images, quotes and case studies
- Consent procedures (youth, parents and carers)
- Rules around communications, branding, media, and public announcements
- Avoidance of extractive or PR driven storytelling

9. Evaluation, Learning & Improvement

- Monitoring and evaluation plan
- Commitment to honest reporting of outcomes (including challenges)
- Learning loops (how insights will shape next steps)
- Joint annual or end of project review
- Agreed indicators for success and impact

10. Duration, Changes & Exit Strategy

- Start date, duration and renewal terms
- How changes to the partnership will be negotiated
- Conditions under which either party can withdraw
- Responsibilities for winding down the partnership ethically and safely
- Commitments to honouring youth contributions at closure