**Culture Leicestershire**

**Working Partnership Agreement**

**Purpose**

The purpose of this agreement is to develop and deliver [insert name of project] at [insert venue name if appropriate] as a partnership between [insert names of partners]. This agreement aims to define the role, remit, and responsibility of the partners involved.

**Background**

This work is funded through Leicestershire County Councils [LCC] Arts Council England’s National Portfolio Organisation Investment Programme and will be delivered for the period, [insert start and end date of project] 2024.

Culture Leicestershire has commissioned Creative Practitioner, [insert name of Creative Practitioner] to work with [insert name of participants/ local group] to co-produce a [insert description of the activity and creative outcome].

**Project Partners**

* **Culture Leicestershire** – LCC’sHeritage, Collections, Museums and Libraries Service
* [Insert the name of Creative Practitioner] –[insert CP Job Title]
* Partner organisation –[insert description]

**Shared Aims**

* To build on the opportunities presented by the [insert name of the previous project if appropriate].
* To enhance individual wellbeing and collective community resilience using culture as a medium.

**Key Aims for Culture Leicestershire**

* To offer local people meaningful opportunities to engage with the [insert name of project/ venue] and to provide a platform to share their stories and experiences. [Insert appropriate description if targeted].
* To support and empower people to contribute to how culture is interpreted, shared, and enjoyed.
* To increase participation and widen the diversity of our museum audience by offering alternative and bespoke opportunities.
* To connect people through the cultural assets of [insert venue] creative outputs of local artists and practitioners, and the Culture Leicestershire service.

**Key aims for** [insert name of partner organisation].

**Milestones and Timescales**

* A minimum of [insert number] workshops will be delivered.
* Each workshop will accommodate between [insert number] participants.
* [Partner and Creative Practitioner to add more details]
* Workshops should begin in [insert month] and run until the end of [insert month] 2024.
* The creative output for [insert text] will be ready to be showcased in [insert date].
* Culture Leicestershire can support recruiting workshop group participants. [delete if N/A].

**Key Roles and Responsibilities**

**Culture Leicestershire Team**

* Act as a point of contact with [insert name of Creative Practitioner].
* Support with promotion and publicity of the exhibition and workshops.
* Support with the booking process for workshops if needed.
* Liaise with professional partners/stakeholders.
* Help recruit volunteer/s to support the workshops if required.
* Share information with the museum and library staff.
* Provide agreed funding for the collaboration project and organise payments.
* Manage the milestones of the project in line with the funding.
* Provide processes for the evaluation of the project including materials.
* Take part in the creation of a risk assessment for the workshop activity.
* Support the sharing and promotion of the final artwork.

**[Insert the name of the Creative Practitioner]**

* To develop, plan, and organise workshop content suitable for the audience.
* To run workshops in line with agreed timescales at [insert name of venue].
* To be responsible for the recruitment of participants with support from [insert names of individual or organisation].
* To ensure participant impact surveys are shared and support the completion of LCC forms.
* To participate and feed into project meetings.
* Respond to emails promptly and keep in regular contact.
* Provide regular and appropriate updates to Culture Leicestershire Team and partner organisations.
* Organise the workshop space including making sure it is accessible, safe, and tidy after workshops.
* Provide and organise materials, supplies, and refreshments for workshops.
* Final art outcome to be produced in time for launch/engagement event.
* Work with Culture Leicestershire to promote the project including website content, social media content, photo permission forms from participants if appropriate, and taking and sharing of photographs/film.
* Undertake a DBS check or provide an appropriate version.
* Provide a copy of your public liability insurance.
* Feed into Leicestershire County Council risk assessment.

**Partnership Organisation**

* To blend the needs of the organisation and the participants with the needs of Culture Leicestershire.
* Advocate for the participants.
* To be responsible for the duty of care of participants.
* Identify and communicate any challenges that put the project at risk.
* To work with and support the Creative Practitioner to ensure the production of the creative outcome.
* Manage the milestones of the project in line with the funding.
* To participate and feed into project meetings.
* Feed into the Leicestershire County Council risk assessment process.
* Respond to emails promptly and keep in regular contact.
* Provide regular and appropriate updates to Culture Leicestershire Team and partner organisations.

**Funding:**

£[insert amount] will be provided to [insert name of Creative Practitioner] for the delivery of the project, with the first [insert amount] provided at project initiation, in [insert date]. The remaining [insert amount] is to be paid on completion of milestones.

**Project Contacts and Signatures of Agreement**

**Amanda Hanton**, Participation & Audience Development Manager

Signed………………………………………………………… Dated………………………

**Jemma Atkin-Barrett**, Community Participation Worker, Culture Leicestershire

Signed………………………………………………………… Dated………………………

**[Insert name]**, [insert Job Title], Creative Practitioner

Signed………………………………………………………… Dated………………………

**[Insert name]**, [insert Job Title], Baca Charity

Signed………………………………………………………… Dated………………………