

Policy Number: **R01.1**  
 Policy Area: **Relationships with Partners**  
 Policy Title: **Partnership Template**



**Partnership Agreement between**  
**Australian Churches of Christ Global Mission Partners (GMP)**  
**and**  
 <Full organisation legal name>

**Formed**

**<Date of formation of this agreement>**

We, the undersigned, affirm our partnership in Jesus Christ and agree to work together under the terms outlined in this agreement:

Executive Director GMP	Signature	
	Name	
Board Chair GMP	Signature	
	Name	
ABN	30 455 408 814	

Director (GMP Partner)	Signature	
	Name	
Board Chair (GMP Partner)	Signature	
	Name	
ABN (Australian entities)		

## Part A - Foundations

<b>1. Purpose of the Partnership</b>	
1.1	The organisations named above enter into this partnership for the building of God's Kingdom. This partnership is in relation to: <ol style="list-style-type: none"> <li>1. Deepening the relationship between partners.</li> <li>2. Church Development Projects supported by GMP's International Church Partnerships (ICP) Program (for example, church development, evangelism, church planting and ministry training). Additional terms in Section 9 apply in this case.</li> <li>3. Community Development Projects supported by GMP's Churches of Christ Overseas Aid (COCOA) Program (for example, education, livelihoods, water and sanitation, human rights). Additional terms in Section 8 apply in this case.</li> </ol>
1.2	This memorandum of understanding describes the framework in which the partners cooperate to implement projects and initiatives that are consistent with the mission, vision and values of their organisations.

<b>2. Purpose of this Agreement</b>	
	To describe the foundations for the relationship between the partners and to outline the responsibilities and obligations the organisations have regarding: <ul style="list-style-type: none"> <li>• Administrative responsibilities</li> <li>• Financial matters including costs, receipting, accountability and reporting</li> <li>• Program design, implementation, reporting, monitoring and evaluation</li> <li>• Matters in relation to purchase and ownership of capital items</li> <li>• Any other matters specifically listed in this agreement.</li> </ul>

<b>3. Foundations for the Partnership</b>	
3.1	Partnerships are built on trust and mutual benefit, respect and interdependence.
3.2	The Partners are committed to one another and willing to take the initiative to enrich the relationship.
3.3	Relationship is key to Partnership. The Partners will commit time, energy and personal investment into building deep and personal relationships. Partnership is a process not a program.
3.4	Partnerships are a living expression of our common faith.
3.5	The Partners will seek to submit to the authority and leading of the Holy Spirit and seek to work together in an attitude of servant-hood.
3.6	The Partners value mutual understanding, constructive dialogue, criticism and sharing aspirations as ways to achieve their common goals.
3.7	The Partners see this partnership as existing for mutual benefit in the fulfilment of God's mission. In working together, Partners learn and are better able to achieve their own goals and objectives. Working together includes the sharing of power, resources and information for mutual enrichment.
3.8	The Partners appreciate the need for solidarity, and where needed, will seek to help each other move away from a position of dependence to interdependence.
3.9	The Partners recognise and respect one another's identity, integrity and operational autonomy so that each other can operate freely.
3.10	The Partners will respect and seek to understand each other's environment and the context that they each work in.

3.11	The Partners recognise they are themselves stewards, representing their stakeholders such as churches, supporters, donors, the poor and ultimately our Lord.
3.12	This partnership is in no way exclusive. Both partners are free to enter other partnerships which are not in conflict with this one.

## Part B - Responsibilities

<b>4. Foundations for the Partnership</b>	
4.1	Act in a transparent and accountable way at all times.
4.2	Communicate in a clear and timely manner.
4.3	Consult with each other when there is a lack of clarity or a difference in understanding.
4.4	Negotiate any variation of the terms of this Agreement or subsequent project agreements.
4.5	Respect the privacy of information gathered in the course of the conduct of projects and programs. Ensure that privacy is securely maintained and ensure that no information is disclosed to third parties without the permission of all the parties involved.

<b>5. Responsibilities of Global Mission Partners</b>	
5.1	Support and invest in the capacity of partner.
5.2	Assist the partner with resources, templates, advice and training in relation to design, reporting, monitoring and evaluation.
5.3	Appraise and evaluate project documents in a timely manner.
5.4	Receipt and remit funds in a timely manner and according to project approvals.
5.5	Provide advice and support to the project to enhance the likelihood of effective implementation.
5.6	Provide advice on Australian Government regulations.
5.7	Ask for permission when using images and stories in publicity material.
5.8	Manage donated funds in a way that is fair and transparent.
5.9	Deduct the agreed management fee from donations before funds are sent to partners.
5.10	Ensure that GMP complies with all relevant regulations and legislation.
5.11	Ensure that GMP maintains similar high standards in its operations as are set out in this agreement.
5.12	Ensure that all GMP staff and volunteers sign and follow a code of conduct which requires high ethical and professional standards of behaviour, including those arising from standards set out in this agreement.
5.13	Undertake other tasks as requested and agreed from time to time.

<b>6. Responsibilities of GMP Partners with regard to ALL projects</b>	
6.1	<p>Project Management</p> <ul style="list-style-type: none"> <li>• Ensure that there are enough administrative and organisational resources available to enable the project to be implemented as written in the approved Project Design</li> <li>• Ensure that any third party engaged to deliver any project or part of a project has adequate capacity to do so.</li> <li>• Keep GMP up to date with any significant changes in the approved project in addition to agreed reporting requirements.</li> <li>• Welcome and facilitate monitoring visits by GMP representatives.</li> <li>• Provide a written project report and evaluation with progress against indicators as agreed (generally every six months).</li> <li>• Provide project financial reports, at the nominated frequency, in a format that displays all income received for projects, including from GMP and other parties. These reports must indicate how funds have been spent, for what purpose and the remaining balance along with any notes relevant to the project.</li> </ul>

<b>6. Responsibilities of GMP Partners with regard to ALL projects</b>	
	<ul style="list-style-type: none"> <li>• Ensure the security of partner personnel including appropriate insurances and legislative compliance.</li> <li>• Comply with all relevant local laws in implementing and managing the project.</li> <li>• Agree that if reports, remittance receipts and finance statements are not received that GMP can withdraw. Funding may be withheld after 1 month of lateness and GMP may withdraw completely after 9 months of lateness.</li> </ul>
6.2	<p>Use of Funds</p> <ul style="list-style-type: none"> <li>• Use project funds only for the purposes designated in the approved Project Design document.</li> <li>• Maintain sound financial and activity management systems at all levels of the partnership including adequate financial records and internal controls to substantiate project expenditures.</li> <li>• Return any unspent funds to GMP.</li> <li>• Distribute all funds in accordance with relevant laws including local tax laws.</li> <li>• Handle all funds in a transparent and accountable manner.</li> <li>• Ensure funds are not used directly or indirectly for partisan political activities.</li> <li>• Ensure that funds are used for the purpose for which they were sent and in accord with the agreed purpose for the use of funds and be able to demonstrate this.</li> <li>• Seek written approval for variations of more than ten percent (10%) from the agreed purpose for the use of funds.</li> <li>• Submit to GMP an audited set of project accounts annually within three months of the end of the reporting period.</li> <li>• Keep financial records for a period of seven years after the end of each program-reporting period.</li> <li>• Ensure that use of funds reflects value for money.</li> <li>• Maintain a register of any assets of more than \$AUD5,000.</li> </ul>
6.3	<p>Gender Equality</p> <ul style="list-style-type: none"> <li>• Commit to working toward Gender Inclusion in project design and across the organisation.</li> </ul>
6.4	<p>Counter Terrorism</p> <ul style="list-style-type: none"> <li>• Commit the organisation to taking action to minimise the risk of supporting terrorism with resources or personnel.</li> <li>• Provide GMP with changes to Key Contact within 1 month of the change. Key Contacts are: the program manager and contact person named in the project design, any other senior staff, staff that handle funds, the members of the board of governance and any associated committees and vendors from whom the organisation purchases more than \$US1,000 of goods and services in a year.</li> <li>• Inform GMP within 7 days of any suspected use of resources for terrorism or terrorist activity by staff or project participants.</li> </ul>
6.5	<p>Child Protection</p> <ul style="list-style-type: none"> <li>• Commit the organisation to protecting children.</li> <li>• Implement child protection procedures appropriate to their circumstances.</li> <li>• Assess and manage child protection risks within their organisation and in each project.</li> <li>• Inform GMP within one day of any serious incident involving the safety of a child.</li> <li>• Inform GMP within one day of any allegation of child abuse.</li> <li>• Check staff and volunteers for child protection risk when they are recruited.</li> <li>• Train staff and volunteers in child protection.</li> <li>• Require staff and volunteers to sign a code of conduct which prohibits child abuse.</li> </ul>

<b>6. Responsibilities of GMP Partners with regard to ALL projects</b>	
	<ul style="list-style-type: none"> <li>• Set up a way that children can make a complaint safely.</li> <li>• Document in a policy how children will be protected.</li> </ul>
6.6	<p>Anti-fraud and Anti-Corruption</p> <ul style="list-style-type: none"> <li>• Minimise the risk of improper use of funds, including the practice of processing the proceeds of criminal activity to legitimise its derivation (money laundering).</li> <li>• Take the following actions if a staff member is suspected of fraud or corruption:               <ol style="list-style-type: none"> <li>1. notify GMP within one day;</li> <li>2. negotiate an investigation process with GMP (this should be thorough, fair, started as quickly as possible, and use senior staff);</li> <li>3. implement the necessary corrective and/or disciplinary actions based on the outcome of the investigation; and</li> <li>4. inform GMP within seven days of those actions.</li> </ol> </li> <li>• Not show favour to relatives in conferring offices, employment or other benefits.</li> </ul>
6.7	<p>Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)</p> <ul style="list-style-type: none"> <li>• Commit the organisation to zero tolerance of sexual abuse, exploitation and harassment (SEAH). This includes prohibiting staff, volunteers and contractors from engaging in sex for money, goods or services; and sex with project participants while they are involved with the organisation.</li> <li>• Include analysis and management of SEAH risks within their organisation, and in each project.</li> <li>• Inform GMP within one day of any allegation of sexual abuse, exploitation or harassment in joint project activities.</li> <li>• Prioritise the needs and reporting wishes of survivors of SEAH.</li> </ul>
6.8	<p>Partner Visits</p> <ul style="list-style-type: none"> <li>• Ensure that visitors to projects have appropriate screening and training.</li> </ul>
6.9	<p>Complaints Handling</p> <ul style="list-style-type: none"> <li>• Provide a safe and easy way for people to make complaints.</li> <li>• Ensure that complaints are handled in a transparent and fair way.</li> <li>• Commit the organisation to protecting whistle-blowers.</li> <li>• Write down how complaints will be handled.</li> </ul>
6.10	<p>Code of Conduct</p> <p>Ensure that all staff and volunteers sign and follow a code of conduct which requires high ethical and professional standards of behaviour, including those arising from standards set out in this agreement.</p>

<b>7. Responsibilities of GMP Partners with regard to COCOA projects</b>	
7.1	Ensure that funds are not used for Church support, Evangelism or local mission activities.
7.2	Ensure that project funds are not used for welfare activities.
7.3	Ensure that the Partner Organisation (Direct, Primary and/or Secondary) and its employees, volunteers, agents and subcontractors participating in the implementation of program activities will not represent themselves as being employees or agents of the Commonwealth of Australia and will not associate the Commonwealth of Australia or the Department of Foreign Affairs and Trade (DFAT) with any adverse comment they may make about the government of the country in which the program activities are implemented.
7.4	Recognise that where appropriate, for example where significant funds are provided for a specific activity or project, the Partner Organisation (Direct, Primary and/or Secondary) will acknowledge the Australian support of that activity. This may include the erection of

<b>7. Responsibilities of GMP Partners with regard to COCOA projects</b>	
	signage at the site of an activity or the acknowledgement of Australian support in the publications of the Partner Organisation (Direct, Primary and/or Secondary).
7.5	Ensure that the logos and style used in any publicity material and/or on any signage acknowledging Australian Government Support complies with the Commonwealth of Australia Department of Foreign Affairs and Trade visual identity guidelines.
7.6	Recognise that representatives of the Commonwealth Department of Foreign Affairs and Trade (DFAT) may visit the Partner Organisation (Direct, Primary and/or Secondary) or the activity being undertaken, having given reasonable notice, to audit, spot check, review and evaluate activities supported with DFAT funding. Staff of the Partner Organisation(s) must cooperate fully with any request for assistance as part of any such audit, spot check or study by affording adequate facilities for audit and inspection of financial records and systems and allowing copies and extracts to be taken
7.7	Allow GMP to influence and shape the project to ensure that it complies with COCOA's approach to development and the requirements of the Australian Government's Overseas Aid Gift Deductibility Scheme (OAGDS).
7.8	Agree that GMP can withdraw if the project fails to comply with DFAT guidelines or GMP's strategy, objects, purpose and values.
7.9	Global Partnerships <ul style="list-style-type: none"> <li>• Provide a means for GMP to approve the strategic framework and assess the use of funds against the strategic frameworks of the appropriate partner.</li> </ul>
7.10	Recognise that policies of the Australian Government's Department of Foreign Affairs and Trade (DFAT) apply to partner projects and diligently apply these whether or not they are listed in this agreement.
7.11	Disability <ul style="list-style-type: none"> <li>• Commit to working toward Disability Inclusion in project design and across the organisation.</li> </ul>
7.12	Environment <ul style="list-style-type: none"> <li>• Commit to working toward environmental enhancement and reducing the impact of climate change in project design and across the organisation.</li> </ul>

<b>8. Responsibilities of GMP Partners in regard to ICP Projects</b>	
8.1	Agree that GMP can withdraw if the project fails to comply with the guidelines for the ICP project, or GMP's strategy, objects, purpose and values.

<b>9. Responsibilities of GMP Partners with Secondary Partners</b>	
9.1	The Primary partner of GMP named at the top of this document may engage other organisations (Secondary Partners) to implement some or all of a project.
9.2	Where this agreement includes more than one party, the Primary partner is responsible to fulfil the obligations, expectations and responsibilities to GMP.
9.3	The Primary Partner must make a written agreement with the Secondary Partner that commits the Secondary Partner to the responsibilities and obligations of this Partnership Agreement.
9.4	Secondary Partners engaged at the time of this agreement are to be named in the schedule of this agreement. Additional Secondary partners may be identified in the Project Design document and the agreement with the Secondary partner attached to the Project design.
9.5	Additional Secondary Partners may be identified during project implementation. The agreement with the Secondary Partner must be forwarded to GMP within one month of engaging the Secondary Partner.

<b>9. Responsibilities of GMP Partners with Secondary Partners</b>	
9.6	Any agreement between Primary and Secondary partners must ensure that the responsibilities outlined in Section 7 (Responsibilities of GMP partners with regard to ALL projects) are addressed in the agreement and that the primary partner ensures they are fulfilled by the Secondary partner.
9.7	The Primary partner is to ensure the integrity and capacity of any Secondary partners to fulfil the activity requirements of the project.
9.8	It is recommended that any agreement with a Secondary partner is for the term of the project period only.
9.9	The Primary partner is to complete face to face monitoring visits of Secondary partner activities and submit to GMP a monitoring and review report in the format provided by GMP. The frequency of these visits is detailed in the Schedule.
9.10	GMP may intervene at any level of the partnership in order to ensure the integrity of project activities and the probity of expended funds.

### **Part C - Ending the agreement**

<b>10. Disputes</b>	
10.1	If the respective directors of the partner organisations are unable to resolve a dispute, the matter will be referred to the chairs of the Boards of the organisations in dispute for action. The chairs will identify a mutually acceptable person to act as a mediator between the partners in dispute. Contact details for the Board Chairs are listed in the summary.

<b>11. Termination</b>	
11.1	A party may cancel this Agreement on six months written notice and in this period of notice, bring all program/project arrangements to a conclusion..
11.2	Termination of this agreement may occur for but is not limited to the following: <ul style="list-style-type: none"> <li>• Partner endorsement withdrawn</li> <li>• Unsatisfactory project performance and reporting – substandard narrative and/or financial submissions</li> <li>• Failure to negotiate appropriate responses to issues of concern.</li> </ul>
11.3	In the event of serious breach of this Agreement, including but not limited to criminal proceedings involving a party, fraud or misappropriation of funds or assets, or loss of any required registration, the other party may immediately terminate this Agreement on written notice.
11.4	Upon termination, all funds received will either be remitted in accord with project approvals or GMP will contact donors and their advice sought in regard to unremitted donations.

<b>12. Review and renewal</b>	
12.1	This agreement will be reviewed after the first and third years and formally renewed every five years.

**Part D – Attachments and Schedules**

<b>13.1 Information Schedule</b>	
Partner Name	
Organisational Address	
Date Agreement Made	
Time Frame	Review after year 1 and year 3. Formal renewal after 5 years
Board Chair	
Board Chair contact (email, phone)	
Executive Officer	
Program Manager	
Contact Details	
Address	
Phone Number	
Email	
Website	
Country Setting	
Anticipated Projects	
Codes of Conduct to which you are a signatory or accreditations which you have achieved	
Agreed Frequency of	
Project Reporting	Six (6) monthly
Financial Reporting	Six (6) monthly
Audited Financial Report	Annually
Project Monitoring	Annually for projects over \$40,000 pa Otherwise bi-annually
Project Evaluation	Every three (3) years
Agreed services supplied by GMP	
Sending money overseas	
Receipting of individual donations	
Banking cheques and cash	
Credit Card Processing	
Online Donations	
Agreed Management Fee	
Based on value of each donation	
Bank Account Details	
Name of account	
Account number	
Bank Name	
Bank Branch	
Branch ID/ IBAN	
Bank Address	
SWIFT Code	
Financial Reporting	
Financial Year	
Annual Audited Reports	



How will any COCOA funds be separated from other funds?	
<b>GMP Details</b>	
Bank Account	ACOC-GMP
Contact Person	Lisa Szepessy <lisas@gmp.org.au>
Address	PO Box 341, Torrensville Plaza 5031
Phone Number	+61 8 8352 3466
Email	finance@gmp.org.au
Board Chair	
Board Chair Email	
<b>Key Documents</b>	
Child Protection Policy	
Complaints Handling Process	
Constitution/Founding document	
Annual Report	

<b>13.2 List of Board Members</b>		
<b>Name</b>	<b>Position</b>	<b>Qualifications/Experience</b>

<b>13.3 Secondary Partner 1 Details (if any)</b>	
Partner Name	
Organisational Address	
Board Chair	
Board Chair contact (email, phone)	
Contact Person	
<b>Contact Details</b>	
Address	
Phone Number	
Email	
Website	

<b>13.4 Secondary Partner 2 Details (if any)</b>	
Partner Name	
Organisational Address	
Board Chair	
Board Chair contact (email, phone)	
Contact Person	
Contact Details	
Address	
Phone Number	
Email	
Website	