



Outline for Strategic Alliance Agreement

I. Parties

This section describes who the parties will be in the alliance. It names the organizations, the leadership of each organization with their address. For example: This agreement is between X at Y address and B at C address.

II. Alliance Venture/Project Description

This section gives a general overview or description of the venture, program, project that will be undertaken by members of the alliance. It should be one to three paragraphs and describe what you are going to do, to what population, and what exact services will be provided. It might also add information on the rationale, mission, history or other background information.

III. Alliance Venture/Project Goals

Describe the goals of the alliance. It should be specific with any number targets and what will be accomplished for the clients through the alliance.

IV. Alliance Venture/Project Responsibilities

The agreement should describe the roles, responsibilities and performance expectations. Items to include might be sections on service delivery, finance, equipment and facilities, personnel assignments, management, communication, marketing, etc.

This is also the place to describe the roles and responsibilities of each party as it relates the list of topics described above.

V. Alliance Venture/Project Management

Overall management should be described here with information on how the venture will be managed, what governing body is responsible and how manage will communicate with each member of the alliance. Reporting responsibilities should also be described here.

VI. Alliance Venture/Project Accounting

The alliance should maintain a separate accounting system with one member or another maintaining a set of records. All financial information to be kept and maintained should be described here. Any financial policies or procedures should also be described here.

VII. Alliance Venture/Project Insurance Coverage

The Alliance may or may not need insurance coverage for a variety of reasons. Any insurance coverage should be described here.

VIII. Alliance Venture/Communication

Ongoing communication is important to a successful alliance. Stating expectations around communication, meetings, reports, design and/or problem solving sessions should be described here so that all parties understand what is expected.

IX. Duration of Alliance

This section sets a timeline for the alliance. It should describe a beginning and end date or an annual process for review.

X. Termination

Describe how an agreement can be terminated before the end date or by one party of the agreement if there are several. It would include notice and other expectations upon serving notice to terminate the contract early.

XI. Severability

Standard contract law – preserves agreement if one provision is found faulty rather than invalidating the entire agreement. See legal advice for this section.

XII. Amendments

Describe the process for amending or changing the agreement so that all are clear. Provide information on a mediation process should it be needed.

XIII. Governing Law

Statement that is governed under the laws of the state that venture is operated in or alliance members reside.

XIV. Assignment

This includes statement that members cannot assign their rights to another organization or substitute another party in their place. See lawyer for advice on this phrasing.

XV. Signature (S)