TOOL 1

Framework for establishing organisational and partnership profiles

Checklist 1: Organisational profile

- Name, organisation, role and contact details for applicant
- Legal structure and charitable status of organisation
- Organisation aim; and objects (from constitution or Memorandum and Articles)
- Main areas of work
- Main beneficiaries
- Main activities and services
- Geographical coverage
- Staffing structure
- Current funding streams and timelines
- Annual turnover
- Existing partnership agreements
- Date of most recent strategic review and current strategic objectives
- Extent and type of any recent organisational development support
- Driver/s for collaboration (ie what prompted it? Why now?)
- Perception of shared benefits for collaboration (ie shared by all partners)
- How such benefits will lead to service improvements for your users?
- Extent, range and date of any stakeholder consultation about current collaboration or current activities or services.

Checklist 2: Partnership profile

- Name of cluster (if relevant)
- Type of collaboration (ie voluntary and community organisation (VCO) collaboration or cross sector – VCO and public sector, VCO and private sector, VCO and public/private sector)
- Proposed geographical coverage for collaboration
- Stage of partnership development and date established
- Organisations involved
- How long each organisation has been involved
- Leadership – how does/will it work?
- Any existing supporting documentation, agreements and/or business plan for the partnership?
- Generic areas where support is required for the collaboration (see Tool 2)
- Specialist areas where support is required (see Tool 2)
- What is the partnership seeking from external support in terms of ‘added value’ (see Tool 3) and what would demonstrate that this had been achieved?
- Potential areas of conflict for the partnership
- Extent and type of any recent collaboration support for this partnership.


Related documents on worktogether.ca

Purpose:
To establish the organisational profiles of individual partners and a partnership profile for the cluster.

Outcome:
You will have an initial profile for each organisation and for the cluster overall that will enable you to start interrogating any apparent inconsistencies and make an initial assessment of the collaboration.