# Community Partners Framework: Memorandum of Collaboration

### [Project or program title]

### Program Description

### [include program description and concise purpose, SF Survey example below, see also footnote]

*SF Survey is a multi-year program to identify and document places and resources of cultural, historical, and architectural importance to San Francisco’s diverse communities. The purpose of SF Survey is to (1) support community-led cultural initiatives through partnerships, programming, research, and historic preservation protections and incentives, and (2) facilitate the historic review process for the California Environmental Quality Act (CEQA), building permit applications, development projects, and area plans.*

*The SF Survey project team is looking to partner with community organizations to inform the program and to expand the participation of communities underrepresented in preservation planning efforts.[[1]](#footnote-2)*

### Purpose of this Memorandum of Collaboration

This Memorandum of Collaboration (MOC) supports multi-directional partnerships to advance shared goals. The MOC documents the collaborative efforts of community partners, contributors, and [facilitating organization or agency], identifying goals, roles, responsibilities, and guidance emerging from preliminary meetings. The MOC is a living document and will be updated as needed to advance shared goals and respond to community partners’ feedback.

**[**Program/ Event**]   
Goal (s):** [add]  
**Date:** [add] **Time:** [add]  
**Location/ Venue:** [add] **Format:** [add]

#### Program/ Event Description or Methodology

#### [brief description]

#### Partnership Framework

|  |  |  |
| --- | --- | --- |
| Partners | Role | Responsibilities |
|  |  |  |
| [Community Partner(s)] | [For example: Oversight and coordination, guidance, consultation, hosting, convening, co-facilitation, review] | [list] |
|  |  |  |
| [Facilitating agency or organization] | [For example: Project assistance and funding support] | [list] |

[Facilitating agency or organization] has secured funds to compensate Community Partners at approximately the following rates:

|  |  |
| --- | --- |
| Community Partner(s) | Financial support/ stipends |
| [Community Partner(s)]  Estimate level of effort (staff hours): [no.] hours @[rate] | [$ amount] |
|  |  |
|  |  |

The financial disbursements being offered are intended to support the community organizing work the community partners will perform. For in-person events, community partners may order and coordinate catering with a budget not to exceed [$ amount]. Community partners will receive a stipend and reimbursement of catering costs upon completion of the program/ events(s). See *Financial disbursements* below.

### Ethics and Transparency Guidelines

*Selection of community organizations*The [facilitating agency/ organization] will use the criteria outlined in this document to identify and recruit community partners.

Organizations and coordinating staff:

* Are currently running community-focused programs that align with or further [facilitating agency/ organization] racial and social equity, and participation goals.
* Hold community knowledge and can reach priority groups for outreach.
* Have experience in [add description] programs.
* Are available to partner with [facilitating agency/ organization] and can support the program schedule.

Staff will use these criteria to (1) assess the strengths of interested community organizations, (2) provide transparency, (3) enhance participation, and (4) direct available funding to priority groups for outreach. Alternative methods of participation beyond the options described in the Memorandum of Collaboration can be explored with staff.

*Participation*Participation is voluntary and community partners can withdraw at any time and/or nominate other organizations to continue engagement with the project.  Participation is not an endorsement of [facilitating agency or organization] policies or processes.

*Respect human dignity and integrity*  
By agreeing to the terms of the MOC, all parties will agree to foster a collaborative spirit and prioritize dignity, equity, and respect for people’s way of life, culture, and differences, while working within a human rights framework. The collaborative group (facilitating agency and community organization staff) will take steps to center racial and social equity with an intersectional approach and uplift community-led efforts.

*Privacy*Information shared through this collaboration and details included in this MOC, are subject to disclosure under the California Public Records Act and San Francisco Sunshine Ordinance. However, public agencies will keep personal contact information such as email addresses, home addresses, or telephone numbers private.

*Community Agency*  
[Projects involving oral histories and sensitive community knowledge may require additional guardrails and information-sharing protocols to ensure this and future derivative efforts respect community agency]

*Consent: recording and data use*   
Events may be recorded (audio and/or visual) for informational, reporting, research, and/or analytical purposes. Recording consent will be confirmed by the community partner and [facilitating agency/ organization] staff with all participants prior to each event. The use of the recorded materials is limited to [facilitating agency/ organization] staff and the community partner for the purposes of this project and will be stored in an encrypted drive. The [facilitating agency/ organization] will explicitly request consent to quote, refer, include, and/or make public any materials shared by participants such as photos, documents, and testimonies or oral histories.

*Community input tracking*[Describe methodology, verification steps, and how you are planning to measure the effectiveness of your methodology]

*Financial disbursements*  
Community partners will receive financial disbursements upon completion of the event and will be required to submit an invoiceto [facilitating agency/ organization or consultant] for services rendered in accordance to this MOC. An invoice template is provided. Payments may take up to [time frame] to process and it is anticipated that payment will be by check. E-mail invoice to: [[e-mail]](mailto:[e-mail]), cc: [e-mail]

*Continued engagement*  
This MOC seeks to establish long-term civic partnerships. The community partners framework aims to be adaptable to partners’ feedback during planning and implementation, as-well a learning mechanism for meaningful community engagement. Community partners are encouraged to provide feedback at any point in the process.

Concerns related to this project can be addressed to the [facilitating agency or organization] Project Team Supervisor: [name, e-mail]

Period of Performance: [estimated duration]

### Consent

All partners agree to take part in this collaborative effort as outlined in this MOC and agree with the purpose, process, deliverables, and guidelines included in this document.

Acknowledged:

* **Community Partner (1)** [org name][name, role, e-mail]Fiscal Sponsor (if applicable):
* **Facilitating agency/org** [name][name, role, e-mail]

1. [define priority groups for outreach that meet program participation and equity goals]. [↑](#footnote-ref-2)