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This tool is published by INTRAC in conjunction with the [Exiting and transitioning from partnerships toolkit for small charities](http://www.Intrac.org/ba-exit-toolkit)authored by Lucy Morris – part of a collection of [five toolkits](http://www.intrac.org/ba-toolkits) produced as part of the [*Strengthening Small Organisations with Big Ambitions*](https://www.intrac.org/projects/strengthening-small-organisations-with-big-ambitions/)programme (2021-2022). This programme was funded by the UK Foreign, Commonwealth & Development Office (FCDO) through a Small Charities Challenge Fund (SCCF) Capacity Development Grant

# **Exit/transition tool – How to set new partnerships up for success: a checklist**

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| Background: This checklist has been designed as a guide when setting up a new partnership (as opposed to a new project). It includes the topic of timeframes for the partnership, which is key when building in sustainability/exit planning from the start. Please refer to the [**toolkit**](http://www.Intrac.org/ba-exit-toolkit) for further guidance. |

1. Clarify the purpose of the new partnership, and the ‘hoped for outcomes’ from the collaboration
2. Identify the ‘added value’ of each of the partners and what resources they can each bring
3. Try to understand the motivations, expectations and underlying interests of each partner
4. Discuss what type of projects you would like to work on together, and the respective roles that you will each play in the partnership
5. Discuss how you want to work together, and any ‘partnership principles’ that you want to hold yourself mutually accountable for
6. **Discuss how to avoid creating dependency and ensure that the type and scale of delivery and levels of funding involved wouldn’t overwhelm your partners, and you’re engage with and supporting local power structures that hold legitimacy, power and agency for maximum chances of success**
7. Discuss and agree how you want to approach any challenges in advance
8. Clarify any mutual due diligence activities which will be involved prior to partnering
9. **Be transparent about how long you anticipate being in a partnership for, and what ‘type’ of partnership you believe this to be from the start.**
10. **Discuss and agree how the partnership will be reviewed e.g. by who, based on what and how often**
11. Clarify and embed the governance arrangements
12. Document the above in a Partnership Agreement / Memorandum of Understanding