



State of Connecticut's Designated Regional Service Organization for Northeast Connecticut

Community Partnership Agreement

The Community Partner, CT

Windham Arts is the State of CT, Office of the Arts, Designated Regional Service Organization for Northeast CT and as such supports, promotes and mentors its constituents in the creative community. By creating community partnerships, Windham Arts is able to help provide necessary services and programs to its communities without competing with or duplicating the services and programs already provided by our constituents. This Community Partner agreement serves as a collaborative effort between Windham Arts and a local organization to best support and promote arts, culture, history and tourism in Northeast Connecticut.

In general, Community Partners would agree to the following:

To prominently display a "Community Partner" sign within their facility provided by Windham Arts.

To include the Windham Arts logo on all media and promotions, including website, social media sites and newsletters.

To keep a record of all participants in their events and programs and provide that information to Windham Arts annually. This information includes minimally the number of people participating and whether they are adults or children. Additional information such as email addresses, zip codes and type of programming would also be provided if possible.

To send information regarding all events and programs to Windham Arts to be appropriately marketed. This includes submitting events on Windham Arts website calendar.

To promote and educate the public about Windham Arts, their mission, vision and goals.

To encourage the public to become active in promoting and supporting arts, culture, history and tourism to include but not be limited to signing up for Windham Arts electronic newsletter and "liking" them on Facebook.

To provide a general liability insurance policy no less than \$1 million for all events and programs.

To act and do business in a professional, ethical and moral manner.

To provide a wish list of materials, supplies, etc that are needed by the business or organization.

In general, Windham Arts would agree to the following:

To acknowledge the Community Partner as a "Community Partner" on their website and electronic newsletter.

To include the Community Partner's logo on the website and electronic newsletter.

To prominently promote the Community Partner's events and programs in all regular and social media.

To promote and educate the public about the Community Partner, their mission, vision and goals.

To be a supporting partner for any grant applications or sponsorships.

To be a fiscal agent for the Community Partner for any charitable event or funding, if needed.

To provide the Community Partner with support in the form of mentoring, business assistance, referrals, and any other support to encourage growth, expansion, job creation and success for the business.

To help find funding, donations, materials, supplies, etc that will help make the business or organization a success and/or enable it to offer additional programming needed in the region.

To provide a general liability insurance policy no less than \$1 million for all events and programs that are co-sponsored by Windham Arts.

Both parties agree to the collaborative partnership outlined in the preceding paragraphs.

Signature, Community Partner Representative

Date

Printed Name, Community Partner Representative

Signature, Windham Arts Representative

Date

Printed Name, Windham Arts Representative