

Partnering with a charity: making your relationship clear

If you are partnering with a charity in order to apply to be a community sponsor, you should make sure that you are clear from the outset on how you will work together. When asking a charity to work with you, you should be aware that this is a risk to that charity; should your relationship with them breakdown they will be the ones who are responsible for the delivery of the sponsorship. Something going wrong could result in damage to their reputation, work and ongoing viability so don't be surprised if you are asked a lot of questions when you approach them. However, by being clear and open, you should enjoy a great working relationship.

One way in which you could make your relationship clear is to agree a Memorandum of Understanding (MoU). A group based in the South East of England who are applying to be a sponsor have partnered with a small local charity that works with vulnerable people in the community and they have both agreed to share their MoU with Reset. Feel free to use and adapt this if you feel it might be useful for your group. In this situation, the charity asked a member of the sponsorship group to agree to be a Trustee of the charity in order to ensure that the group took their responsibilities in the best interest of the charity. This might not work for everyone.

If you are in a group or are a charity working with a group and would like to share the way in which you work together, please [contact the Reset team](#).

Memorandum of Understanding

This Memorandum of Understanding (MoU) is between xxxxxx (the Charity) and xxxxxx (Community Sponsor Group) dated xxxxxx. This is not a legal agreement but outlines the way in which both parties will operate in the application to become a Community Sponsor.

(the Charity) will:

- Take responsibility for the Sponsorship Agreement and Criteria as outlined by the UK Home Office, based on the work carried out by (the sponsor group)
- Provide (the Charity) charity registration number for the application
- Provide support and advice to (the sponsor group) on its areas of expertise to (the sponsor group). This will include advice around accessing benefits and the use of (the Charity's) Safeguarding Policy.
- Reserve the right to attend any meetings between (the sponsor group) and the Home Office
- Expect to receive monthly updates on the progress of the application via the General Manager
- Following the arrival of refugees, (the charity) will expect to receive weekly updates on progress initially, and immediate notification of any serious problems
- Outline a disagreement handling policy between (the sponsor group) and (the charity)
- Assume responsibility to deliver the sponsor agreement in the event of a relationship breakdown

(the sponsor group) will:

- Put forward one of its group members to serve as a Trustee of (the charity) for the period of the sponsor agreement and working up of the application. This Trustee must be elected onto the Board of Trustees and will declare a potential conflict of interest when discussing the application and may not be eligible to vote on matters relating to the application
- Adhere to the safeguarding policy of (the charity)
- (the sponsor group) will not reference (the charity) in any marketing materials or disclose the name of (the charity) to anyone else beyond the Home Office
- (the sponsor group) will not act in a way in which brings (the charity) into disrepute. A code of conduct is outlined in (the charity's) Volunteer Handbook. Beyond the

appointment of a Trustee as above, the group members are not required to register as a volunteer of (the charity)

- Provide a monthly update to (the charity) via the General Manager of progress on the application, and weekly updates post-arrival of refugees and notify immediately of any serious problems
- Will set up a bank account for restricted funding for the amount set out by the Home Office. (The charity) will be given access to view this bank account to confirm this amount is available. Ad-hoc checks will be carried out throughout the period of the sponsorship agreement