

Memorandum of understanding

Agreement between Local Trust and [*Big Local area name*] Big Local partnership.

This agreement is made between Local Trust (on behalf of Big Local) and

_____ *Name of Big Local partnership,*
who are acting on behalf of _____ *Name of Big Local area.*

1. The role of the Big Local partnership is to guide the overall direction of Big Local in your area and make sure that Big Local is a local, resident-led programme which enables people locally to provide recommendations in good faith about how their local area can be improved. As a Big Local partnership you are expected to work with your locally trusted organisation(s) to achieve the vision you have set for the Big Local area. The locally trusted organisation(s) is responsible, as per the terms and conditions of funding, for ensuring that the grant is spent appropriately.

2. By signing this memorandum of understanding, members of the partnership undertake to:

1. Provide overall direction of Big Local to meet your area's long term vision and outcomes.
2. Agree a shared Big Local vision which extends from the range of visions collected from across the area during earlier pathway steps.
3. Create a Big Local plan. The plan will set out clear approaches for realising your area's shared vision. The Big Local plan will adapt over time but will include how you plan for the £1m to be 'spent'.
4. Carry out the Big Local plan. The partnership will decide how to carry out the Big Local plan. The partnership will establish the criteria for distributing any part of the £1m and will identify suitably experienced and skilled locally trusted organisation(s) to distribute the funding.
5. Assess and report impact. The partnership will need to know how the people and activities are moving the area closer toward the shared vision. This information will help the partnership explore how Big Local may have influenced changes in the area. The partnership (or locally trusted organisations) will need to collect evidence and inform Local Trust about key activities, accomplishments and the status of funding distributed as well as impact made in the area.
6. Review annually. Both the partnership and the Big Local plan will be reviewed annually. The process will ensure open, critical reflection on how the partnership is working to achieve the outcomes and the shared vision.
7. Engage with a diverse range of people in your area, in a thoughtful, continuous and inclusive way and make a commitment to equal opportunities.
8. Promote Big Local activities, your Big Local plan and the funding available to implement it to people locally and ensure that stakeholders are updated about Big Local.
9. Engage with voluntary, community and social enterprise sector organisations, public and private organisations operating in or near your area to identify opportunities and build links where funding, expertise, joint working and/or support can be provided to the benefit of the area.
10. Adopt a code of conduct for partnership members that will expand on these responsibilities and describe specifically the expectations for your area's partnership members.



- 11. Participate in Big Local networking and sharing learning activities, as relevant.
- 12. Work with your area’s Big Local rep.
- 13. Participate in the selection of your area’s long-term Big Local rep.
- 14. Work within the agreed Big Local boundaries as illustrated below. Should any changes to the boundaries be deemed necessary, the partnership will seek approval from Local Trust prior to making any adjustments.

3. By signing this agreement, Local Trust undertakes to:

- 1. Provide the necessary support and guidance to the partnership to fulfil its responsibilities. This will include a Big Local rep to work with the partnership; communications and fundraising support; and access to specialist advice and expertise.
- 2. Agree proportionate and reasonable running costs for the partnership to operate.
- 3. Provide written guidance on the operation of the Big Local.
- 4. Share reports from the locally trusted organisation(s) on expenditure relating to Big Local.
- 5. Communicate effectively with the partnership, including responding promptly to requests for information and advice.
- 6. Provide opportunities for training and learning to partnership members, both nationally and through advice to local areas.
- 7. Work with the partnership to appoint locally trusted organisation(s) that hold(s) and distribute(s) funding on behalf of the partnership.

This agreement is effective from the date that both signatures are made and will last in the first instance for one year or until the partnership completes its annual review.

This partnership agreement can be reviewed at any time if complaints or disputes occur that raise doubts about the ability of the partnership to fulfil its responsibilities.

Signed on behalf of Local Trust

Name:	Debbie Ladds	Signed on behalf of the Big Local partnership
Title:	Chief executive	Name of chair: _____
Signature:	_____	
Date:	_____	Signature: _____
		Date: _____

Agreed boundaries of Big Local area as approved by the Big Lottery Fund, available from your rep or Local Trust: