

Community Partnership Checklist

A practical tool for churches, nonprofits, businesses, foundations, and community leaders exploring a partnership built on trust and clear expectations.

A gentle reminder

You do not have to do everything at once. Start with what matters most, use what you have, and take the next right step.

A practical resource from The Daily Bread Project

Start with alignment

A strong partnership is not just about having the same good intentions. It is about shared values, clear roles, honest communication, and a plan both sides can actually carry out.

Basic fit

- ☐ Our missions and values are compatible.
- ☐ The proposed work serves a clearly identified community need.
- ☐ Both organizations understand who the partnership is meant to benefit.
- ☐ The partnership protects dignity and avoids exploitation.
- ☐ There is a realistic timeline, budget, and team capacity.
- ☐ No party is making promises that have not been approved.

Partner information

Organization name

Primary contact and title

Email and phone

Website and location

Organization type and legal status

Relevant experience

Due diligence

- ☐ Verify registration or legal status when applicable.
- ☐ Review leadership and decision-making authority.
- ☐ Discuss financial controls and reporting.
- ☐ Review safeguarding, privacy, and anti-fraud expectations.
- ☐ Check references or past project experience when appropriate.
- ☐ Identify conflicts of interest.

Define the partnership

Shared goal	
Who leads each activity	
Budget and funding source	
How funds or supplies move	
Project location	
Timeline and milestones	
Who approves public messages	
Data and privacy rules	
Photo and story consent	
Reporting schedule	
How concerns are handled	
How the partnership may end	

Before launch

- ☐ Put key terms in writing.
- ☐ Confirm authorized signers and decision-makers.
- ☐ Approve the budget and payment process.
- ☐ Confirm branding and public communication rules.
- ☐ Set a check-in schedule.
- ☐ Assign one contact person from each organization.
- ☐ Confirm safety and safeguarding procedures.
- ☐ Agree on what success will look like.
- ☐ Confirm what can and cannot be promised to the community.

Recommended documents

- ☐ Memorandum of Understanding or partnership agreement
- ☐ Approved project plan
- ☐ Budget
- ☐ Timeline
- ☐ Contact list
- ☐ Safeguarding and privacy expectations
- ☐ Brand and communications approval
- ☐ Reporting template
- ☐ Incident-reporting process

Partnership review

What has been completed

What is delayed or at risk

What support is needed

What the community or participants are saying

Next decision and deadline

**Partnership
principle**

Clarity is kindness. Put expectations in writing, ask the uncomfortable questions early, and keep the community's dignity at the center of every decision.

This checklist is a planning resource and is not a substitute for legal, tax, grant, safeguarding, or financial advice. Formal partnerships should be reviewed by qualified professionals when appropriate.