



**Letter of Agreement for Partners
[INSERT DATE]**

This Letter of Agreement sets out the mutual understanding of GLOBAL PARTNERS IN CARE, **(name of organization 1), and (name of organization 2)** in relation to GLOBAL PARTNERS IN CARE's Partnership Program.

GLOBAL PARTNERS IN CARE, with its principal place of business in the Commonwealth of Virginia and as an affiliate of the National Hospice and Palliative Care Organization, holds the status of a 501(c) (3) tax-exempt entity under the Internal Revenue Code.

The GLOBAL PARTNERS IN CARE Partnership Program seeks to match individual hospice and/or palliative care programs with individual US hospices (or other charitable entities) having an interest in ongoing and more intensive relationships in support of the foreign agency's programs. In accordance with GLOBAL PARTNERS IN CARE policy, all such hospice and/or palliative care programs approved for inclusion in the Partnership Program will have demonstrated that their programs are operated in keeping with accepted international norms for hospice and palliative care and that donated monies from GLOBAL PARTNERS IN CARE are earmarked for services or materials that are intended solely for the provision of that care. All contributions will be conveyed as grants by GLOBAL PARTNERS IN CARE for approved partner hospice program overseas.

GLOBAL PARTNERS IN CARE reserves the right to suspend or terminate the participation of the US or foreign partner agency if, in the exercise of its reasonable judgment, it concludes that any portion of the grants have not been used in accordance with the purposes for which they were provided or if the actions of either party is inconsistent with the terms of this Letter of Agreement, GLOBAL PARTNERS IN CARE's policies corporate purposes, GLOBAL PARTNERS IN CARE's 501(c) (3) tax status, or the requirements of Section 170. In this situation, GLOBAL PARTNERS IN CARE reserves the right to redirect funds to programs and/or activities consistent with the mission of GLOBAL PARTNERS IN CARE, provided that GLOBAL PARTNERS IN CARE consults, where appropriate, with the U.S. partner to determine the most appropriate redirection of the funds given the intended purpose of the donations.

All contributions from donors made for the purpose of benefiting the U.S. program's foreign partner should be made payable to GLOBAL PARTNERS IN CARE and transmitted through GLOBAL PARTNERS IN CARE for subsequent granting to the foreign partner so that all contributions are part of the coordinated US response to enhancing hospice and palliative care services.

The organizational approval of the Program to participate in the GLOBAL PARTNERS IN CARE Partnership Program is indicated by the signature on this Agreement by the appropriate person legally authorized to enter into Agreements on behalf of the Program.

The use of the words “partner” or “partnering” herein is not intended to constitute or connote any formal “partnership” in the legal sense of the term.

By signing this agreement, **(U.S. organization)** agrees to:

- a. Act in good faith with its foreign partner by having regular communications, offering ongoing collegial support, and offering revenue support when feasible on an annual basis. This communication should occur at least quarterly.
- b. Establish a Partnership Committee to coordinate partnership activities under the leadership of an organizationally-authorized person (volunteer or staff).
- c. Secure advance approval from GLOBAL PARTNERS IN CARE for all public communications that reference GLOBAL PARTNERS IN CARE or the Partnership Program.
- d. Make a good faith effort to contribute at least \$5,000 USD annually to the overseas partner, whereby 10% will be withheld by GLOBAL PARTNERS IN CARE to support and advance partnerships.
- e. Transmit donated partnership funds to (and through) GLOBAL PARTNERS IN CARE for grant-making purposes to the overseas partner.
- f. Complete and submit to GLOBAL PARTNERS IN CARE a Yearly Report distributed by GLOBAL PARTNERS IN CARE at the end of each calendar year.
- g. Visit and or exchange personnel in either direction at least every other year.
- h. Notify GLOBAL PARTNERS IN CARE of any changes to contact persons for the partnership.

By signing this agreement, **(Foreign Organization)** agrees to:

- a. Act in good faith with its U.S. partner by having regular communications, offering ongoing collegial support, and offering revenue support when feasible on an annual basis. This communication should occur at least quarterly.
- b. Secure advance approval from GLOBAL PARTNERS IN CARE for all public communications that reference GLOBAL PARTNERS IN CARE or the Partnership Program.
- c. Complete and submit to GLOBAL PARTNERS IN CARE a Yearly Report distributed by GLOBAL PARTNERS IN CARE at the end of each calendar year.
- d. Visit and or exchange personnel in either direction at least every other year.
- e. Provide an accounting of how funds wired to your program’s account are used over the course of the calendar year.
- f. Notify GLOBAL PARTNERS IN CARE when funds are received to their banking account from GLOBAL PARTNERS IN CARE.
- g. Notify GLOBAL PARTNERS IN CARE of any changes to contact or banking information.

As the coordinating entity of The Partnership Program, GLOBAL PARTNERS IN CARE agrees to:

- a. Work with the appropriate national palliative care associations to facilitate the partnering of the applicant U.S. and foreign organization.
- b. Receive, acknowledge, and grant funds from the U.S. program intended for the overseas partner, on a timely basis.

- c. Use the name and title of the U.S. partner program for any public communications which mention the U.S. partner program, thereby listing it with other programs connected to GLOBAL PARTNERS IN CARE's Partnership Program with prior approval from U.S. partner.
- d. Provide support, coaching, and mentoring to the Program on developing a productive and effective partnership.
- e. Include the Program on all relevant communications unless otherwise directed by the U.S. program.
- f. Notify U.S. program if additional funds have been received for opportunities that may benefit / enhance GLOBAL PARTNERS IN CARE, the U.S. program and/or the overseas partner.
- g. Work with any relevant overseas national palliative care association to resolve any partnership problems that emerge.
- h. Distribute and collect the Yearly Report, analyzing and reviewing the returned, completed report for enhancement of the individual partnership
- i. Work to secure grants in support of partnerships that may be available to the foreign program.

Either program may terminate its participation in the Partnership Program at any time upon written notice to GLOBAL PARTNERS IN CARE. Nothing in this Agreement restricts the U.S. program's ability to engage in independent fundraising, grant-making or other activities connected with foreign hospice and palliative care organizations, with the exception of the foreign partner.

Together, we affirm the goal of advancing hospice and palliative care and commit ourselves (GLOBAL PARTNERS IN CARE and the Program) to work together through the Partnership Program to achieve this goal.

Please sign and date the Letter of Agreement.

Organization Name: GLOBAL PARTNERS IN CARE

Signature of GLOBAL PARTNERS IN CARE Representative (Name and Title):

Date: _____

U.S. Program / Organization Name: _____

Name and Title: _____

Signature of Program Executive: _____

Date: _____

International Program / Organization Name:

Name and Title: _____

Signature of Program Executive: _____

Date: _____

Please return the Letter of Agreement to:

Mail: Global Partners in Care

1731 King Street

Alexandria, VA 22314

Fax: (703) 837-1233

E-mail: info@globalpartnersincare.org