

Checklist: Essential Sections in Partner Funding Agreements

1. Introduction & Background

- Purpose and objectives of the agreement
- Parties involved

2. Definitions

- Key terms and abbreviations used throughout the agreement

3. Scope of Work

- Description of activities, deliverables, and milestones

4. Funding Details

- Amount, payment schedule, eligible costs
- Disbursement method

5. Roles and Responsibilities

- Obligations of each party
- Reporting requirements

6. Monitoring & Evaluation

- Progress tracking and reporting provisions

7. Term & Termination

- Agreement duration and process for termination

8. Financial Reporting & Auditing

- Submission deadlines and required documentation

9. Intellectual Property

- Ownership and usage rights of generated materials

10. Confidentiality & Data Protection

- Privacy obligations and information handling

11. Dispute Resolution

- Mechanisms for resolving disagreements

12. Amendments

- Procedures for modifying agreement terms

13. Signatures

- Signed consent from all authorized representatives

Important Notes:

- Partner Funding Agreements should be carefully reviewed by legal counsel before execution.
- Clear definition of roles, timelines, and deliverables helps to prevent misunderstandings.

- Transparency in financial and reporting processes is vital to maintain trust between parties.
- Ensure all parties fully understand the implications of terms regarding intellectual property and confidentiality.