



City of Santa Clarita
CREATIVE Connection
Capacity Building Project Agreement Form
October 2019 – June 2020

General Information

This Project Agreement is established between the CREATIVE Connection arts nonprofit organization and fellow:

Date of Initial Meeting: _____

Arts Nonprofit Organization	
Contact, Title:	
Organization:	
Address:	
Phone:	
Email:	

Fellow	
Name, Title:	
Company:	
Address:	
Phone:	
Email:	

CREATIVE Connection Capacity Building Project

Proposed Timeline

Start Date: _____

Completion Date: _____

Approximately how many hours will this project take to complete? _____

Scope of Work

Please use the form or respond to the questions on a separate document to be attached.

1. Summarize the primary goal(s) for the project

Explain issue(s) to be addressed, short-term objectives and long-term objectives to be met, goals for learning and project outcomes, etc.

2. Outline the major activities for the project.

Describe the scope of work to be provided by the CREATIVE Connection Fellow and the arts nonprofit organization. Clarify the roles and responsibilities of the individuals, such as documents and record to be provided by the organization, timeline commitments, meeting locations, type of meeting, etc.

3. List the names of all organization representatives who will be involved in the project.

List name and title for each participant, including all staff, board members, volunteers, etc.

Responsibilities and Authorizations

The arts nonprofit organization is responsible for the following:

- Return the signed and completed Project Agreement and its attachments to the CREATIVE Connection contact person;
- Submit all requested materials to the CREATIVE Connection Fellow for preliminary work and/or research (i.e. financial reports, publications, planning documents, etc.);
- Submit a CREATIVE Connection Progress Report Form to the CREATIVE Connection contact person as requested, and;
- Submit a completed CREATIVE Connection Project Submission to the CREATIVE Connection contact person at the conclusion of the program

The fellow is responsible to:

- Discuss, complete and sign the Project Agreement and its attachments before commencing the CREATIVE Connection Capacity Building Project as outlined and attached;
- Provide timely execution of the agreed upon CREATIVE Connection Fellow services as outlined and attached;
- Submit a CREATIVE Connection Fellow Progress Report Form to the CREATIVE Connection contact person as requested, and;
- Provide a draft CREATIVE Connection Final Report to the Nonprofit Organization for review, discussion and approval prior to submitting the mutually agreed CREATIVE Connection Project Submission at the conclusion of the program.

This project has approval by the Board of Directors.

☐ Yes

☐ No

The undersigned agree to the City of Santa Clarita CREATIVE Connection Capacity Building Project described in this agreement and its attachments. *(Please note this is an agreement, not a contract. It is meant to be a general guide to the project, not a legal document.)*

Nonprofit Organization

Signature

Date

Fellow

Signature

Date

Submission

Please save the agreement and its attachments for you records and email all documents to the CREATIVE Connection contact person, Casey Miller at cmiller@santa-clarita.com