



## Partnership Agreement Template

This Partnership Agreement ("Agreement") is made as of [Insert Date] by and between Harrisburg Families United ("HFU"), a non-profit organization with its principal place of business located at [Insert Address], and [Insert Partner Name], a [Insert Partner Type: individual, corporation, etc.] ("Partner"), collectively referred to as the "Parties."

### Article 1: Purpose

The purpose of this Agreement is to establish a collaborative partnership between the Parties to support school choice options for children in Pennsylvania through services including but not limited to Educational Improvement Tax Credit (EITC), Opportunity Scholarship Tax Credit (OSTC), Pre-Kindergarten Scholarship Programs (Pre-K), and Neighborhood Assistance Program (NAP).

### Article 2: Scope of Services

#### 2.1 HFU Obligations

HFU shall:

- a. Provide educational materials and support for school choice advocacy.

- b. Offer guidance and assistance in applying for EITC, OSTC, Pre-K, and NAP programs.
- c. Coordinate events and workshops to educate and engage the community on school choice matters.

## 2.2 Partner Obligations

Partner shall:

- a. Collaborate with HFU in promoting educational programs and initiatives.
- b. Facilitate outreach to potential beneficiaries and stakeholders.
- c. Support HFU's mission through financial contributions, in-kind services, or other mutually agreed-upon resources.

## Article 3: Term and Termination

This Agreement shall commence on the date first written above and continue in effect until [Insert End Date or Condition] unless earlier terminated by either Party upon [Insert Number of Days] days' written notice.

## Article 4: Financial Provisions

### 4.1 EITC, OSTC, Pre-K, and NAP Contributions

The Parties agree to comply with the requirements of the EITC, OSTC, Pre-K, and NAP programs, including the provision of contributions and the reporting of such assistance per applicable law.

### 4.2 Allocation of Funds

Funds received under this Agreement shall be allocated as follows:

## Article 4: Financial Provisions

### 4.2 Allocation of Funds

The funds received under this Agreement shall be allocated as follows to ensure the efficient operation of the partnership and fulfillment of its objectives:

#### a. Educational Improvement Tax Credit (EITC) Funds Allocation

- Administration: Up to 10% of EITC funds will be allocated towards administrative costs associated with program management.
- Educational Programs: At least 80% of EITC funds will be directed to students' private school tuition that qualifies under the EITC guidelines, including school improvement initiatives, innovative academic programs, and scholarship opportunities.
- Community Outreach: 10% of EITC funds will be designated for community outreach and engagement activities to promote school choice options.

#### b. Opportunity Scholarship Tax Credit (OSTC) Funds Allocation

- Administration: Up to 10% of OSTC funds will be allocated towards administrative costs associated with program management.
- Scholarships: At least 80% of OSTC funds will be allocated to scholarships for eligible students attending participating schools.
- Support Services: Remaining funds will support ancillary services, including but not limited to transportation, tutoring, and educational materials for scholarship recipients.

#### c. Pre-Kindergarten Scholarship Programs (Pre-K) Funds Allocation

- Administration: Up to 10% of Pre-K funds will be allocated towards administrative costs associated with program management.
- Tuition Assistance: At least 80% of Pre-K funds will be allocated to tuition assistance for qualifying pre-kindergarten programs.
- Program Development: Up to 5% of Pre-K funds will be invested in the development and enhancement of pre-kindergarten curricula and teacher training.
- Parental Engagement: 5% of Pre-K funds will be used for programs to increase parental involvement in early childhood education.

#### d. Neighborhood Assistance Program (NAP) Funds Allocation

- Administration: Up to 10% of NAP funds will be allocated towards administrative costs associated with program management.
- Community Development: A significant portion, no less than 60%, of NAP funds will go towards community development projects that benefit children and families in underserved areas.

- Direct Assistance: 20% of NAP funds will be reserved for direct assistance programs, including but not limited to food, housing, and emergency support services.
- Monitoring and Evaluation: 10% of NAP funds will be utilized for the monitoring and evaluation of the impact of the funded programs, ensuring transparency and accountability.

#### e. Reporting and Compliance

- Oversight: A joint committee, with representatives from both HFU and the Partner, will be established to oversee the allocation of funds and ensure compliance with the terms of the Agreement and the stipulations of the funding sources.
- Audit: Fund allocation will be subject to an annual audit by a third-party accounting firm to ensure proper usage and adherence to the designated percentages outlined above.

#### f. Modifications

- Adaptability: This Allocation Plan may be adapted by mutual agreement of the Parties, in writing, to meet the evolving needs of the programs and the communities served, subject to the limitations and requirements of the funding sources.

## Article 5: Compliance and Reporting

The Parties shall maintain accurate records of all activities and funds related to this Agreement and comply with all applicable laws and regulations.

## Article 6: Confidentiality

Each Party agrees to maintain the confidentiality of any proprietary or confidential information received from the other Party during the term of this Agreement.

## Article 7: Miscellaneous Provisions

### 7.1 Amendments

This Agreement may only be amended in writing and signed by both Parties.

## 7.2 Governing Law

This Agreement shall be governed by and construed per the laws of the State of Pennsylvania.

## 7.3 Dispute Resolution

Any disputes arising under this Agreement shall be resolved through mediation and, if necessary, legal action in a court of competent jurisdiction.

IN WITNESS WHEREOF, the Parties have executed this Partnership Agreement as of the date first above written.

Harrisburg Families United

By: Name:

Najimah Roberson Title: President

Date:

[Insert Partner Name]

By: \_\_\_\_\_ Name: [Insert Name] Title: [Insert Title]

Date:



HARRISBURG  
FAMILIES UNITED

The Collective Power of One Voice - One Village