

## Governing A Collaborative A Worksheet

Once a group of organizations have committed to working together, they must decide how they will structure their collaborative effort. The following questions can help the group determine how to collaborate.

- **Roles:** What responsibilities will each agency have in planning? What resources can each agency contribute?
- **Meetings:** Who will convene planning meetings? Who will host the meetings? How will the agenda be set? Who will facilitate? Who will take notes and distribute them?
- **Decisions:** How will the group make decisions (for example, by consensus or majority vote)? Who will have a say in decisions (for example, just agency directors, or anyone at a meeting)? If decisions are made by vote, will there be one vote per agency?
- **Funding:** Who will be the lead applicant for a grant? Who will administer the grant? What will be the criteria to choose the leader? (For example, who has the resources and expertise? Should we consider the organization's credibility in the field, its relationship with the funder, or its desire to establish a track record with the funder?) If no funder has been identified, who can research prospects?
- **Timeline:** What is the timeline for planning? If prospective funders have been identified, are there deadlines to meet? Is the time frame realistic given other commitments of the partners?