



TAKE A PART'S GOOD PARTNERS AGREEMENT

OUR ETHOS

1. We welcome EVERYONE in, we welcome diversity and encourage inclusion, and we will stop working with partners if we do not feel they are adhering to inclusive principles and practices. Our space is a shared one. This includes working with people from African Diaspora, South, East, and South East Asian Diaspora, Ethnically Diverse, Migrant, Refugee, Asylum Seeker, LGBTQ+, Disabled, Age and Economically marginalised backgrounds. Our house is a shared house.
2. We work WITH the local community. Partnering with TAP does not mean that TAP represents the ambitions of the local area, which change rapidly and often. Listening and checking in and asking permission has to happen on all sides and regularly to be able to collaborate with us and those that we work with. We need a lot of collaboration and discussion and ask that you take the time to check in with us often.
3. Co-creation is at our heart. We need spaces to shape projects with communities, partners and artists together. We do not ever buy in 'off the shelf' projects or those with perceived outcomes or gains. If you work with TAP then it is understood that change is a healthy and inevitable part of the process and that projects must be co-authored to serve everyone involved. The process is as important as the artistic outcome.
4. We source locally. In terms of suppliers, artists, supporters and funders. We are seeking to build an ecology for Plymouth and its environs that supports the city to thrive and be invested in, and that supports sustainable environmental aims. Outsourcing is a last resort for us.
5. Ultimately our loyalty is with the community we are collaborating with and honouring their voices, their ideas and the vulnerability they offer when partnering with us on projects. We will work hard to make the work we do with them feel robust and ensure that people who engage in it feel held.
6. If we work with you we will acknowledge your support and energy in making projects happen with us and expect you to do the same. Use our logo, say our name. We will do the same for you.

OUR METHODS

Partnership communication

While we understand that many of us in the arts sector work in multiple roles and may be working on an individual project in a very part time way, efficient communication is really important to socially-engaged work where so many people and moving parts are involved. We ask that you respond to our emails or phone calls within 7 days - if this is not possible, please let us know ahead of time so we can plan accordingly. Equally, please note that the Take A Part producing team are all part time - our schedules are in our email signatures.

External communication

We love to share the brilliant work that we do online via social media and other platforms. If you do too, great! Please do remember to tag in or credit the artists, the community, the partner organisations, and the funders. As we work with such a wide range of communities, we try to keep language for our marketing and promotional material accessible and friendly.

Documentation

We only document artworks, workshops, or community events if we have permission to from all participants, please ensure you do too. When we work with photographers outside of the TAP producing team, we use appropriate permissions to ensure that participants are happy to be captured and the photographer gives appropriate copyright and licensing.

Money

Talking about money can be tricky but we think that transparency is key. We use a-n's [Paying Artists](#) campaign as a guide for artist fees, and similarly pay other freelancers and PAYE team fairly, using best practices and fees as set out by organisations such as 'Fair Museum Jobs'. We also try to commission those who are from the communities we work with, and at least 50% of the artists we commission are from the far South West. When we work in partnerships, we charge a management fee (10% - 25%, the exact figure is partnership and project dependent): this ensures that TAP are covering all the 'back end' work and costs you might not always see, including our insurances, training for staff, accountant and other professional management fees,

overheads, time used to fundraise and submit funding reports. If we don't cover our costs properly, we won't be here to support future projects.

Safety and support

That people feel safe and supported in our projects is paramount. All our activity is risk assessed, and at least one producer present when delivering work needs to be a first aid holder. If working in public spaces, we always work with at least two producers, in case of emergency. Many of our producing staff are also mental health first aiders. We recognise that feeling safe and supported means creating a space where people feel welcome; we follow the Social Art network (which we are members of) safer spaces agreement, which can be read in full [here](#).

We are currently thinking through the access support we offer, and are working with expert partners to be able to offer 'creative enablers' to support disabled community members who would like to access this support.

Production

Good production plans which are flexible to communities' and artists' needs are key! At the beginning of each project we will create a shared production plan, and plan in several production meetings to check our progress as we work together. We will set key project milestones together at the start of the project. We expect active participation in this document as part of the process of working with us.

Engagement and participation

As you can see from our ethos above, engagement and collaboration with communities is at the heart of everything we do. We will map engagement opportunities with artists, communities, and project partners to ensure we invite as many voices into the project as appropriate. Participation is not an 'add on' to our creative process, it drives forward the work that we do.

Evaluation

We evaluate against our funders' criteria, the projects aims, and our communities and our objectives for the project. We do this in a variety of ways, and the continuous evaluation may change the shape of the work we do together as we go. We may ask you to help us with data collection to help us write our Impact and Evaluation Reports.

Problem solving

Working with many different organisations, communities, and artists can get messy, and mistakes happen. If a communication is missed, or an element of the project goes wrong, let's talk about it openly and think about how it happened, and discuss how we can avoid a similar mistake. In the case of a more serious grievance or complaint, we'd like to talk about that transparently too, but if you'd like to raise this with another member of the TAP team you can do so by discussing with the CEO kim@takeapart.org.uk or chair of our board at gm.leahy@gmail.com

THIS PARTNERSHIP

Context of partnership project, with list of partners and brief overview of organisations

Title and dates of project

Aims and objectives of the project

Aims:

Outcomes:

Responsibilities within the partnership project

Take A Part are responsible for:

-

XXXX are responsible for:

XXXXX are responsible for:

-

XXXXX are responsible for:

Signatures

Signed on behalf of Take A Part:
Name and job role

Signature

Date

Signed on behalf ofXXXX
Name and job role

Signature

Date

Signed on behalf of XXXXX:
Name and job role

Signature

Date

Signed on behalf of XXXX:
Name and job role

Signature

Date