

Example Collaborative Agreement with project proponent. Not all activities listed may be applicable.
Schedule A will form the basis of a contract between the project proponent and the WTA.

Collaborative Agreement

Memo of Agreement Between
Wilderness Tourism Association
and
Name of Organization Here

This memo of agreement intends to specify the relationship between the Wilderness Tourism Association (WTA) and the Organization Name to provide a clear understanding of the roles and responsibilities of both parties.

Both the Wilderness Tourism Association and the Organization Name agree to the following:

1. For the first year, beginning on (date), the WTA will be the administrative agent for the Organization Name. This will include:
 - a) Sharing administrative resources including an email address that is checked and maintained for up to a specified amount of time.
 - b) Use of the WTA's phone number for general/media inquiries about the Organization Name.
 - c) Grants identified by the WTA or Organization Name will be pursued based on available resources from both parties.
 - d) If grant applications are successful, the WTA will assist in administering the funds to the Organization Name for the proposed grant project. See Section A for more information on the administration of grant funds.
 - e) The WTA will positively promote and provide awareness of the Organization's Name through its social media platform and website.
 - f) Provide support and expertise to help shape and implement the ongoing and completed work done by the Organization Name.
2. There is an agreement that in all public relations material, the name of the Wilderness Tourism Association is used. Written material may include "Organization Name is administered by the Wilderness Tourism Association".
3. If a conflict arises to apply for grants or fundraising activities, the executive director of the WTA will make the final determination.
4. The Organization Name will provide a separate board of members (if they desire). Organization Name's board can:
 - a) Raise funds related to the Organization Name so that it can financially be self-sufficient and self-sustaining.
 - b) Make decisions on what actions the Organization Name would like to conduct and pursue.
5. The Organization Name will abide by the rules and policies of the WTA and preserve the positive reputation of the Wilderness Tourism Association throughout British Columbia.
6. The services that the WTA provides will be in return for financial compensation from the Organization Name. The specifics of this arrangement has been agreed upon by both parties and can be viewed in Section A.

This document is binding until revised by both parties. Either party may terminate this agreement with 60 days notice.

Wilderness Tourism Association

Date

Organization Name

Date

Section A: Finance Options Regarding Services Provided

See the table below to view the associated ways in which the Wilderness Tourism Association (WTA) can assist your organization; the approximate frequency that each service will be provided, as well as their associated fees. Please check each box that will apply to *Organization Name*. Please note that this information is an overview and can be further tailored between *Organization Name* and the WTA. Further details of each service can be discussed and agreed upon by both parties.

Check Areas that Apply	Area Of Service	Explanation	Approximate Frequency	Financing Option
	Email/Phone	The WTA can monitor a separate email address for your organization. Phone calls inquiring about your organization can be directed to the WTA phone number. The WTA can reply to, as well as forward relevant emails and calls to a designated member from your organization.	Emails and phone calls will be monitored on all regular business days (Monday-Friday). They will be tended to for a maximum of one hour/day, or 5 hours per week.	These services are provided free of charge for the first fiscal year. Any future charges to manage emails and phone calls would be in the form of an agreed-upon annual fee.
	Project Management	The WTA can assist with the management and application of certain projects proposed by your organization. The WTA can assist with a variety of components that may include planning, logistics, administration, and guidance.	The frequency will be dependent upon project size and upon which resources are required from the WTA for project management.	The financial compensation for project management will vary depending on the specific project. Your organization and the WTA will agree upon the most appropriate form of reimbursement. Financial compensation may be an hourly charge if the WTA is assisting with a percentage of the project. An alternative may be an agreed-upon established fee to assist with a portion, or the completion of the project.
	Social Media and Website Promotion	Through their social media platforms, the WTA can promote and acknowledge your organization. This will include showcasing projects and highlights as well as referring interested parties to your organization. On your organization's current or future social media accounts, positive promotion towards the WTA will be expected.	Direct social media promotion of your organization will be provided throughout the term of the project. Mention of your organization (or its associated projects) will be found on the WTA's website. Mention of your organization may be placed throughout the WTA newsletter if deemed appropriate for the specific month.	Social media promotion and marketing will be done free of charge for the first fiscal year. If your organization wishes to "boost" posts related to them on the WTA social media platforms, they will be required to cover the full cost that is associated with "boosting" a post.

	Grant Application Writing	Grant applications can be issued through the WTA. The specifics of each grant application will determine how the WTA will assist.	The frequency will be dependent upon the complexity of specific grant applications. It is anticipated that no more than four applications will be completed or administered through the WTA annually.	Financial compensation for grant application writing will be dependent upon the application's complexity. Grant application assistance will vary from no cost (providing advice) to an established hourly fee. Grant applications may also be charged as a single established fee if appropriate.
	Administering of Grant Related Funds	If a grant application is successful, the WTA can help administer the funds for the task or project through a WTA associated registered bank account. The grant money will be available to designated members of your organization and will only be used for the grants associated project. Should the funds be inappropriately used, the WTA will not be deemed at fault.	Administering of grant-related funds will be managed by the WTA for each successful grant application.	If a grant application is successful and the WTA is tasked with administering the related funds, there will be an administrative fee of 5% provided to the WTA. Accounting and receipt management for the grants funds will not be provided by the WTA (unless specifically requested). See Accounting and Bookkeeping below.
	Accounting and Bookkeeping	The WTA can assist with basic accounting and bookkeeping responsibilities for your organization. Designated members will have access to this information when requested.	Accounting and bookkeeping will be done once annually. If accounting and receipt management for grant funds are being handled by the WTA, this will be done as required throughout the grant's term.	The associated fee with accounting and bookkeeping services will be charged at an established hourly or daily rate.
	Media and Public Relations	Media requests or comments that are related to your organization and that the WTA has been kept aware of can be sent to or answered by a representative from the WTA. The WTA will provide updated honest information about the topic discussed. This does not include crisis management.	Media and public relations will be handled on an "as needed" basis. However, a maximum of one hour a day will be provided, unless another arrangement is agreed upon.	Media and public relation fees will be dependent on what information is being shared and how much time is being requested by the WTA. The associated fees will vary from no cost to an established hourly or daily rate.

	Fundraising	The WTA can assist with planning and preparation for fundraising initiatives that are deemed appropriate. The act of raising funds may be performed by your organization but can be administered through the WTA.	The frequency will be dependent upon the size of the fundraising initiative and upon which resources are required from the WTA.	The size and the means of the fundraising will affect the amount of financial compensation due to the WTA. Passive fundraising (ie. posting in the WTA newsletter) will be free of charge. However, targeted initiatives will be set as an established rate per project.
	Policy Guidance and Development	Assisting with the development of policies for your organization. Consulting with the WTA about best practices and what the WTA has seen to be beneficial can be provided.	Policy guidance will be provided up to four hours a month. Policy development will be provided for the appropriate length of time that is required.	Policy guidance will be provided from the WTA free of charge. Policy development will be charged at an established hourly rate.
	Advocacy	Assistance will be provided in advocating for identified policies or outcomes with local, provincial, and federal governments or other agencies.	The frequency in which the WTA will assist with advocacy-related projects will be dependent upon the scope of each project.	Financial compensation will be dependent on the scope of the project. Advocacy related projects can range from being free of charge to an established hourly rate. Advocacy related projects may also be charged as a single established fee if appropriate.
	Executive Director Support	Executive director support will provide advice on areas including governance, advocacy, financial management, work planning, and project management.	Executive Director support will be provided free of charge for two hours a month. These two hours can be used in a maximum of four separate meetings or conversations with the executive director.	Your organization will receive a specified amount of time per month that is free of charge. Any additional support will be charged as an established hourly rate.
	Administrative Support	The WTA will provide administrative support in areas where it is required. This includes record-keeping, minute taking, and bookkeeping.	Administrative support will be provided up to four hours a month.	Administrative support will be charged at an established hourly rate.
	Membership Services	The WTA can provide membership outreach and administrative services including invoicing	Services relating to membership will be done for a maximum of four hours a month.	Administrative support will be charged at an established hourly rate.
	Other			