



# Collaborative Social Change Checklist

To be used by bi-cultural partner organizations or initiatives

## ORGANIZATIONAL “PRE-NUP” AGREEMENT

Checklist for collaborative management.



What	How	When	Who
Articulation of mission and values			
Annual budget			
Strategic plan		<i>How often?</i>	
- Communication plan			
- Fundraising plan			
- Evaluation plan			
Disagreement plan*			
Translation plan**			

\*Given inevitable cross-cultural disagreement, bi-cultural organizations should discuss in advance how they will handle disagreements later on in their relationship. If both believe they are right, who has the final word?

\*\* To ensure greater transparency, organizations should discuss which documents get translated and for what purpose: input or collaboration.

## QUESTIONS FOR BEFORE AND AFTER KEY DECISIONS

Each partner should answer for their own organization.

What	US ED/ Board / Staff	Intl ED/ Board / Staff
<b>Mission and values</b>		
Does the solution fit the problem?		
Does the solution advance org values?		
<b>Implementation</b>		
Do programs realize organizational goals?		
Is funding sustainable?		
Does the organization have staffing capacity to sustain activities?		
<b>Learning</b>		
Do you have opportunities for collaborative engagement in annual calendar?		
Have activities contributed to organizational capacity to do similar work in the future?		
Have errors been reviewed and documented?		
Are there systems in place for feedback from key stakeholders (donors, partners)?		
What tools or methods will you utilize to educate others about lessons learned?		
How do you message your organization's commitment to learning?		