

Single Homeless and Rough Sleeper Fund

Partnership Working – FAQs

Do you encourage partnership applications?

Yes. **Applications developed and delivered in partnership will be prioritised.** We know that local communities working together often leads to better support for people experiencing homelessness or rough sleeping.

What do you mean by a partnership?

A partnership is where **two or more organisations work together** to plan and deliver a project. Each partner should have a clear role and bring skills, experience or local knowledge that strengthen the work.

What is a Lead Partner?

The **Lead Partner** is the organisation that:

- Submits the application
- Receives the grant payment
- Passes funding on to partner organisations
- Is responsible for monitoring and reporting to Cornwall Community Foundation

The Lead Partner must have suitable systems in place to manage the grant.

Can a small organisation be the Lead Partner?

Yes, as long as it can show it has:

- Good financial controls
- Capacity to manage the grant
- Ability to coordinate partners and reporting

What will the application form ask about partnership working?

You will be asked to explain:

- Who the Lead Partner is
- Which organisations are involved
- Who will deliver which activities
- How decisions will be made
- How partners will communicate and work together

Clear and practical answers are important.

Do we need a partnership agreement or Memorandum of Understanding (MOU)?

An MOU is **not required**, but it is **encouraged**.

An MOU can help partners agree:

- Roles and responsibilities
- How money will be managed
- How decisions will be made
- What happens if plans change

Where can we get help to create an MOU?

Useful guidance and templates are available from:

- **NCVO** – guidance on partnership agreements
- **Charity Excellence Framework** – free tools and templates

Who is responsible for reporting?

The Lead Partner is responsible for:

- Collecting information from partners
- Submitting final report to Cornwall Community Foundation
- Showing how the project has made a difference

Partners should agree what information they will share and when.

Can new or existing partnerships apply?

Yes.

- **Existing partnerships** should explain how they already work together
- **New partnerships** should explain why the partnership makes sense and how it will work

Will partnership working affect funding decisions?

Yes. Strong partnerships will be viewed positively where they:

- Improve outcomes for people experiencing homelessness
- Reduce duplication
- Use local knowledge and relationships
- Are well-planned and clearly managed

Partnership Application Checklist

Before submitting your partnership application, check that you have:

- ✓ Identified a **Lead Partner**
- ✓ Agreed **roles and responsibilities** for each partner
- ✓ Explained **who will deliver which activities**
- ✓ Agreed **how decisions will be made**
- ✓ Understand **how grant money will be managed and shared**
- ✓ Agreed **monitoring and reporting responsibilities**
- ✓ Considered creating a **Memorandum of Understanding (MOU)**
- ✓ Made sure all partners understand and support the proposal