Informal Partnership Agreement:

[Community Partner name here] and [City Team name here]

Project Vision

[Community partner] and [City Team] aim to partner on the TOPcities project to leverage open data to deliver better outcomes for communities facing issues related to [your issue]. By participating in a 18-week design sprint that prioritizes equal partnership and collaboration to leverage open data and open source technology, [Community partner] and [City Team] will set a national example for meaningful, community-centered innovation. [Community partner] and [City Team] share a vision but have unique organizational capabilities. Both are equally strengthened through a strategic partnership.

Goals

The ultimate goal of this strategic partnership is to deliver an open data-driven solution to a community problem. Our hope is that by co-designing the solution with community partners and the residents they represent, we can not only build a successful tech tool, but also amplify residents' voices and build trust with their local government.

1. Develop a product to tackle systemic issues: Develop a product using open data to address pressing problems caused or exacerbated by [issue]. The product is readily usable by local residents and helps to meet their needs.
2. Build local capacity: Create and grow capacity for local government and community partner practitioners in open data, human centered design, and private sector partnership.
3. Diffusion of learning: Collaboratively govern and disseminate open-source code to enable other cities and community partners to learn from and replicate this program's work.

To deliver on these goals, [Community Partner] will:

- Participate in a 18-week sprint to co-design and develop a prototype that uses city open data and solves a specific problem facing communities
- Represent the needs and perspectives of their own constituencies throughout the product development cycle
- Inform the strategic use of data and technology and whether solutions appropriately addresses residents' needs; ensure that analysis of problem scoping and community feedback is accurate and comprehensive
- Lead research with residents to better understand the problem and ensure the solution meets their needs and is accessible with support from the city and tech teams
- Participate in Demo Day presentations to spotlight residents, beneficiaries, or other stories about local challenges and impacts

- Work with the technology partner and city team to ensure the long-term sustainability of the product including deciding who will support open source code and data

Alongside these efforts, [City Team] will:

- Convene the sprint team (including the Technology Partner, Community Partner, and Product Advisor) throughout the program and open a space for equitable collaboration
- Select and provide access to key datasets for building the product
- Ensure the product has buy-in from executive-level city management
- Share ownership of the final product with [Community Partner] and allow for joint sign-off on design and development decisions
- Support research efforts with residents to better understand the problem
- Plan for and participate in Demo Day by developing and executing an approach to presenting the MVP
- Work with the technology partner and community partner to ensure the long-term sustainability of the product including deciding who will support open source code and data

We the undersigned acknowledge the goals and activities stated above:

Name: [Community Partner lead]	Name: [City Team lead]
Organization: [Community Partner]	Organization: [City Team]
Date:	Date:
Signature:	Signature: