

Collaboration Canvas (hand-out)

The canvas can help you brainstorm, structure and talk about your collaboration project. Below you can find questions to guide you. You don't need to answer all the questions; they are intended as impulses for thinking and exchange. Use what is helpful for you and feel free to disregard the rest. Happy collaborating!

Partner Input (*What do you bring to this collaboration?*)

- What motivates each partner to engage in the collaboration? How does it align with each of your organisation's strategies?
- What are the needs, challenges and/or weaknesses of each organisation that are addressed through this collaboration project?
- What would partners like to learn from each other or together?
- What will each partner contribute to the collaboration? Are these contributions financial, technical, knowledge-based, human resources etc.?
- How can these resources support your collaboration and benefit both organisations and communities?
- Who in your teams, organisations, networks do you plan to involve? What do they offer? How can they benefit from this project?
- Who else do you want to work with? Which organisations from your cities? Which artists? How do you involve them? What is in it for them?

Partner Outcome (*What do you get from this collaboration?*)

- What are the expected increased capacities, growth, development and networks for each organisation?

- What are the expected increased skills, learnings, experience and networks for each partner?
- What are the specific advantages of this collaboration, both for the project itself, the partners involved, and the broader community or intended audience?
- What will you do to make sure you can continue your collaboration beyond the original project duration?
- What are possible routes for successful closing, scaling or institutionalising the partnership?

Project Impacts

- What are the expected outputs (tangible/quantitative) of the collaboration project?
- What are the expected outcomes (intangible/qualitative)?
- How do you know it worked? What are the indicators for success?
- How can the project become sustainable? By scaling up? Scaling deep? Multiplication?

Objectives

Based on your inputs, and expected outcomes and impacts: what do you want to achieve with the collaboration?

- What is the overall goal of the project
- What is the purpose of this collaboration?
- When is your collaboration successful?

Partner Agreements (*How will you work together?*)

- Which ethics, values and principles do partners have in common?

- How do you want to work? What mindset or (work) attitude do you strive for?
- Who is involved in the collaboration and what will they do?
- Which partner will be in charge of implementing which activity?
- Will there be joint responsibilities? Are boundaries between responsibilities clear?
- How does the distribution of responsibilities relate to each partners' capacities?
- Do you have support from 'senior management'?
- How will collaboration or project advancement and performance be reviewed? And how often?
- What procedures are in place in case your time frame needs to be adjusted?
- Have you co-created ground rules to support good communications between partners?
- Are there imbalances in the partnership (e.g. size or status of organisation) that might affect your collaboration?
- Which issues will be brought up for collective decision-making? How will you decide?
- Do you have similar views about project management? What are the minimum quality standards?
- What are the rules for using funds? Who can spend what?
- Do you have all the resources (incl. skills and knowledge), or do you need to find external support?
- Who is responsible for financial administration? Who will request grants payment?
- Did you do a risk analysis of your partnership? E.g. personal changes, organisational capacities (financial and other)
- What arrangements do you have in place in case of misunderstandings or conflicts?
- What is the best way to allow for changes in internal or external circumstances?

- What if a partner wants/needs to quit the partnership? Did you think of an exit strategy?

Project Management

- What is your idea about? How will it work?
- When is your collaboration project a success?
- How did you come to this proposal?
- How is it innovative? Why is it new for you?
- Why is it relevant for others working in this field? How can they benefit?
- How will your project change the future?
- Who are the direct target groups of your project and how will they benefit from the project? Who are the indirect beneficiaries and how will they benefit from the project?
- Who is your target audience?
- What kind of activities are you planning for your project?
- What about distribution/dissemination/communications?
- What are the main costs of the project?
- What are the main sources of income? Incl. own contributions?
- What does the budget look like?
- What happens if you cannot secure all the necessary resources?
- What potential risks or challenges do you foresee in your project? How do your entities as partners plan to reduce or manage those risks?
- How you will measure the success or evaluate the project.