



Windows Program Collaboration Agreement

Collaboration Overview:

This outline is intended to clarify the collaboration between A Window Between Worlds (**AWBW**) and your agency in building and maintaining an effective art program for survivors of domestic violence.

- **AWBW** is committed to supporting ongoing programs as long as they continue facilitating art workshops and stay active with reporting. Grant funded programs are committed to holding art workshops on a weekly basis.
- **AWBW** support includes monthly updated resources, new workshop ideas, program support via phone and email, and online support through our interactive and dynamic website.
- **AWBW** will provide funding opportunities for art supplies, trainings and exhibit scholarships.

These resources and support are available to your agency with your commitment to:

1. Lead ongoing Women’s/Children’s (*circle one*) art workshops starting: _____ (*date*)
2. Submit monthly reports to track the number of participants reached and to assess the effectiveness of the art workshops.

Collaboration Information:

Liaisons: Many agencies have more than one leader facilitating the Window’s art program. When there are several leaders at one agency, one person must be designated as the main contact and the person responsible for submission of Monthly Reports. This person is called the “Liaison.”

Workshop Commitment: Reporting includes all healing art experiences.

Missed Workshops: Sometimes circumstances prevent the weekly workshop from taking place (illness, emergencies, no clients at the agency, etc.) In the event of a missed workshop, simply include the reason(s) on the monthly report and submit as usual.

Missed/Late Reports: Monthly reports are due the 5th of the following month. If they are not received, the leader will be contacted by mail and/or phone. If two or more months pass with no reporting, Leader’s support and website access may be suspended until contact is re-established.

Staff Turnover: Due to staff turnover, it sometimes happens that leadership is transferred to someone new. To ensure a smooth transition, all program materials, manuals, and art supplies are to remain the property of your agency for the new leader to use. Be sure to inform AWWB by submitting a “Change of Leadership” via the website, so that AWWB can support the new leader.

AWBW reserves the right to suspend the collaboration if agency does not meet their commitment.

We agree and enter into this collaboration by the signatures executed below:

Agency/Program Name: _____

Art Liaison or Leader: _____ Date: _____
Signature, Print Name

Program Director: _____ Date: _____
Signature, Print Name

AWBW Executive Director: _____ Date: _____
Signature, Print Name