 and partners’ logos

**Memorandum of Understanding** between Journey to Justice and XXXX (*can be more than one local partner*) working together in collaboration and with goodwill to bring the Journey to Justice travelling exhibition and programme to (xxxx place).

**\*Journey to Justice**, a charity registered at 87 Muswell Hill Road, London N10 3HT represented by Carrie Supple, director of Journey to Justice, hereinafter referred to as **JtoJ**

\* **XXXX**, a registered charity registered at XXX and represented by XXX hereinafter referred to as **XXX**

\* **XXX**, represented by XXX as (role), hereinafter referred to as **XXX**

**Collectively known as ‘the Parties’**

The Parties have agreed to name this collaborative project: **Journey to Justice: XXX [**XXX steering group might choose a distinctive name e.g. the North East JtoJ was called **Footsteps to Freedom in the North East** and in Sheffield was **Voices for Equality]**

1. **The Parties agree in good faith that together they wish to deliver the following outcomes:**
2. Journey to Justice travelling exhibition about the US civil rights movements and its links to the UK will be on display at no charge to JtoJ or the publicfrom XXXX to XXXX [dates] at XXXX [venue]

*If the completion of capital works to XXX  is delayed, preventing a start date of XXX, XXX will inform all parties as soon as possible who will need to know a revised date at least two weeks in advance of installation and XXX will cover the cost of any unplanned storage or additional related bills.  [only relevant in case of incomplete building works]*

There will be a section in the exhibition displaying less well-known stories of human rights history in XXXX to be provided by XXXX, supported by XXX, and approved by JtoJ.

JtoJ has copyright of the exhibition text and none of it can be used elsewhere without seeking permission of JtoJ. JtoJ secured the right to use the images as part of the exhibition only. JtoJ can use any text/content/images about history/stories created by the local JtoJ team for the exhibition on the JtoJ website and in JtoJ materials and activities. JtoJ can borrow the installations telling local stories for display elsewhere provided reasonable notice is given and costs are covered. Where a local JtoJ team has incorporated a local partner’s materials as part of the exhibition, JtoJ will contact the partner in question directly.

1. A complementary history, education, arts and social change programme which will promote JtoJ’s mission will run in XXXX at venues throughout the city/community with some events beginning before XXXX [date].

1. A XXXX steering group will be created which will form the basis of a more permanent Journey to Justice XXXX group to continue after the exhibition leaves the community and will link with the national Journey to Justice organisation as part of the Programme’s Phase Two (terms to be agreed) and become part of the national Journey to Justice network.

All members of the steering group, partners and volunteers will subscribe to JtoJ aims and values (see Equal Opportunities Policy)

1. **In order to achieve the above outcomes** the parties agree the following steps will be taken:
2. Using the JtoJ ‘Areas of Expertise’ document (Appendix One), XXX will approach potential partners and steering group members and create a database on which details of interested local individuals and organisations will be recorded in line with data protection law and JtoJ guidelines on data protection and confidentiality, to be accessible to the JtoJ trustee board.
3. The Parties will plan and deliver a taster session in XXXX [date] to inspire, consult and recruit local people for the JtoJ XXX steering group which will help plan and deliver JtoJ XXXX.
4. The JtoJ XXX steering group will be formed by XXXX [date] with local knowledge to advise the Parties, and to support, steer and plan a programme of events and complementary activities e.g. films, speakers, community organising, opportunities to work with experts in keeping with the framework in 1b. above and JtoJ policies - while the exhibition is at XXX and make plans for the sustainability of Journey to Justice in XXXX. XXXX will host, chair and support administratively the steering group meetings to ensure it meets regularly, is properly chaired and minuted (minutes sent to JtoJ Trustee Board within two weeks of the meeting). Agenda to include fundraising update and reporting against budget. Composition and Terms of Reference for the steering group to be agreed. XXX steering group is advised to create sub groups responsible for e.g. fundraising, education and PR.
5. XXXX will support the creation of local history projects, possibly including members of the steering group, and will be responsible for agreeing, researching and recording local histories that will be displayed in the exhibition telling less well-known local stories of non-violent human rights/social justice action supported by XXX [venue’s] learning manager [if relevant] and a part-time curator. All stories to be approved by JtoJ.

1. Fundraising will be sought by the local Parties to support the Programme and local history section. JtoJ will advise where needed and provide merchandise for sale where available.
2. The marketing of the exhibition (other than material JtoJ provides) will be included within the local marketing budget. Effective publicity will be planned by the JtoJ XXXX steering group, supported by JtoJ to promote JtoJ XXX before and during the Programme. The JtoJ XXX steering group will ensure this is targeted to engage the diverse communities to include local organisations, BME communities, people with disabilities, Roma, Gypsy, Travellers, refugees and asylum seekers and all those who feel discriminated against, as well as schools, FE Colleges, Universities, youth organisations *[this list will depend on the local community]*. The JtoJ XXXX steering group will also plan publicity aimed at supporting the creation of a JtoJ XXXX group to continue after the exhibition. A PR/Communications plan will be devised by the parties and the steering group by XXXX (date) to include a wide range of local general and targeted, specialist media and outlets – print, TV, radio, online and social media. Publicity materials will be approved by all parties (content, logos, format etc.).
3. Reports and information about the Programme will be provided by XXXX and the JtoJ XXX steering group for the JtoJ website in order to contribute to the legacy of JtoJ XXXX.
4. **Beneficiaries** JtoJ works with all those who feel a responsibility for social justice and want to be active in promoting it and people of all ages who do not see themselves as having a voice. We aim to attract the general public as well as those who are active and we work with particular groups with specific needs in each place. Our main but not sole audience for training has been young people who are vulnerable or in danger of being, or are, NEET (not in education, employment or training). We also focus on upper primary and secondary school age students, further and higher education students and people who work with youth and community groups, in order to embed good practice. We aim to get the wider community to understand the lives and needs of the most marginalised people and to advocate for them and confront prejudice.
5. **Monitoring and evaluation** processes will be designed by The Parties (with an independent evaluator, if funds allow), as early as possible, to gather information about the impact of the exhibition and related activities on beneficiaries – *this is essential*. The methodology will be agreed by the Parties and may change as the Programme develops (please see Appendix Two for guidelines as provided by JtoJ). All completed evaluation forms/materials and tags from the exhibition barrier to be returned to JtoJ after local evaluation has been completed.
6. **Key outcomes** The three main outcomes the Parties expect to see from the Programme including visits to our exhibition are:
7. Increased awareness of the long history in the UK and globally of individuals and movements who have taken a stand for human rights and what makes them work;
8. As a result of participating in Journey to Justice activities, participants are inspired and empowered to take action for human rights whether by campaigning or other means;
9. The Journey to Justice exhibition programme in XXXX creates a lasting network of people committed to social justice.
10. **In order to achieve these outcomes, it is the overall responsibility of JtoJ to:**
    * 1. Ensure the delivery, installation and de-installation of the JtoJ travelling exhibition intact on the dates agreed by all parties;
      2. Ensure local history stories are consistent with the existing style of JtoJ’s exhibition, be involved with the content and design and have final say about the design and content of local history stories;
      3. Ensure good communications with and between XXXX in order to ensure the smooth running of the project. Parties to agree frequency and means of communication.
      4. Provide guidance re planning and preparing for the Programme including skills and knowledge such as fundraising and understanding the media and research into local history of movements for social justice and how to display findings, if needed.
      5. Work with XXXX in the planning and delivery of training for volunteers.
      6. Make films and Power Point about JtoJ available and provide generic flyers.
      7. Provide support to the XXX steering group in maintaining a JtoJ XXX presence after the exhibition has left. This will include ongoing informal advice and guidance and opportunities to be involved in the national network.
      8. Inform the XXX steering group of opportunities to join complementary activities focused on social justice, history and campaigning.
      9. Exploit opportunities for local Journey to Justice groups to receive national press coverage if available.
11. **It is the responsibility of XXX (local partners) together to:**
12. Provide names and suggestions for the steering group based on the JtoJ taster day and to facilitate an education and arts programme based around events.
13. Ensure members of the stakeholder group and volunteers are familiar with JtoJ policies.
14. Raise funds for the installation/deinstallation of the JtoJ exhibition and an agreed fee to JtoJ for travel, JtoJ trustees’ time, administration and exhibition wear and tear and for the local programme of events, publicity and the JtoJ web manager’s time. Identify who is responsible for paying the invoice for exhibition installation and deinstallation.
15. Develop a detailed aspirational budget for the project to be agreed with JtoJ by XXXX (date) at the latest although fundraising will begin as soon as possible. Take into consideration all items on the JtoJ budget template.
16. In co-operation with XXX [venue] to recruit volunteers to support the Programme with reference to JtoJ’s policies and procedures (see Appendices 3-7) and provide a ‘walk through’ the exhibition. Liaise with JtoJ about safeguarding if any volunteers are U18 and follow guidelines. Provide contact details of a local Child Protection trained person.
17. Find a volunteer to co-ordinate the volunteers’ rota if possible.
18. Offer a JtoJ training course for young people/community groups and a train the trainers course.
19. Work together to recruit participants to attend workshops in history, the arts and understanding social change.
20. Ensure regular communications with JtoJ. Regularly update the JtoJ team on progress by phone, email and meetings every two weeks and weekly from November 1st.
21. Provide suitable material for the Journey to Justice website relating to local history of movements for social justice and current campaigns.
22. Create a social media presence about local activity – Twitter, Face Book etc.
23. Support a range of local events that can be mapped to JtoJ and with partners in keeping with JtoJ values and ethical funding and partnerships policy.
24. Pay for a Thanks banner to be on display in the exhibition – acknowledging everyone involved in creating the core exhibition (JtoJ has template) and local team and funders

1. **It is the responsibility of XXX [venue] to:** 
   1. Adhere to dates agreed for length and times of exhibition and ensure it is free to the public.
   2. Ensure adequate coverage of Public Liability and all other relevant Insurance and risk assessments. In co-operation with XXX, recruit and train volunteers/people on work placement to support the Programme with reference to JtoJ’s policies and procedures (see Appendices 3-9) Equal Opportunities; Child Protection and Working with Vulnerable Adults; Volunteers Policy and Agreement; Disciplinary and Grievance Procedures; Health and Safety and Ethical Funding and Partnerships Policy and provide a ‘walk through’ the exhibition with XXX supporting this by also finding experts and volunteers.
   3. Chair, host and support the steering group administratively (Check there are no major clashes with public (or main religious) holidays or major local events).
   4. Ensure volunteers are aware of XXX [venue] and JtoJ child and vulnerable adults safeguarding policies and that they have been recruited using methods consistent with JtoJ procedures and have copies of relevant JtoJ policies and procedures.
   5. Work with XXX to recruit participants to attend workshops in history, the arts and understanding social change.
   6. Ensure the care and efficient daily running of the exhibition, ensure the juke box and audio-visual equipment (headphones and films) are working at all times during opening hours.
   7. Provide plasma screens to display filmed interviews with local people/communities to be displayed in the exhibition; materials to construct plinths for the TV screens to sit on; volunteer time to help XXX to conduct oral history interviews with people involved in protests in XXX in recent history; use of oral history equipment and volunteer time to transcribe the oral history interviews; use of audio handsets to contain edited extracts of the oral histories as an additional element of interpretation for the exhibition that visitors can listen to; staff time to construct the plinths, edit the oral histories and put on to the audio handsets, installation of the TV screens [this detail will vary place to place]
   8. Ensure there are enough exhibition guides, labels and pencils for the lunch counter activity.
   9. Use networks especially with schools to help publicise JtoJ and the Programme.
   10. Ensure XXX and JtoJ have access to the XXXX [venue] and exhibition room well before opening – at agreed times.
   11. Provide rooms with a-v equipment for group work and support from XXX staff or a JtoJ/C3R associate or volunteer at no charge *(agree how many sessions)*.
   12. Ensure there is always a staff member or JtoJ/XXX associate or volunteer in attendance/on duty at every session where there are young people present.
   13. Liaise with school/college/youth and community group staff to ensure conduct of group visitors is acceptable and co-operative of young people while at XXX.
   14. Encourage visitors and participants to join JtoJ (nationally and locally) and to donate.
   15. Provide figures on number of visitors at the end of each week.
2. In the event of a dispute between any of the Parties which cannot be resolved by discussion between the parties, the dispute shall be arbitrated by an independent third party who is acceptable to all. The Parties agree to be bound by the decision.

Signed Date:

Carrie Supple, on behalf of Journey to Justice

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

XXXX, on behalf of XXXX

**Appendices – see those referenced above, 1-9, monitoring and evaluation guidance and the JtoJ ethical funding and partnerships policy**

**Finance MOU (JtoJ hold funds for local team)**

**Budgets**

A detailed budget will be produced by JtoJ (XXX local group), which will include, where applicable, all items shown in the budget template for local groups. The budget will be subject to the inputs and approval of JtoJ National. The budget should be produced and agreed XXX months before the exhibition launch date.

Depending on the progress of fundraising, it may be appropriate to re-budget taking into account actual or anticipated levels of income.

XXX will produce reports of progress against budget for the regular (monthly) meetings of the project group and, where necessary, be in a position to report between meetings.

**Transport, installation and de-installation of exhibition**

JtoJ National’s suppliers will be used for the transport, installation and de-installation of the exhibition. JtoJ will provide JtoJ (XXX local) with budget input and quotations for these services.

**Fundraising**

JtoJ (XXX ) will be responsible for raising the funds necessary to mount the exhibition (core and local sections) and hold associated events, with JtoJ National as the recipient of funds. Fundraising applications with forecast budgets will be copied to the Director of JtoJ National and (XXX local group) will copy funding reports including details of the actual spend to the Director of JtoJ.

**JtoJ administrative and other costs**

The budget will include an agreed amount in respect of JtoJ National’s central costs relating to the exhibition, including administration, insurance and exhibition wear and tear. Funding applications should include a provision for these costs and in cases where an application has been been successful, this provision will be held by JtoJ National in an unrestricted fund.

**JtoJ Expenses**

The budget will include an agreed amount to meet the expenses incurred by the JtoJ National Director and trustees in relation to the (XXX local name) project. These will be claimed using the JtoJ National expenses claims process, against the JtoJ (XXX local name) fund.

**Supplier payments**

All payments to supplier for goods and services relating to the project will be made through JtoJ National systems and processes. All supplier payments will be authorised by(XXXX local group’s named Finances person).

Where a payment is not budgeted, or exceeds the budgeted amount, it will be authorised only with the agreement of JtoJ National.

**Local events**

All income and payments relating to events associated with the JtoJ (XXX local name) exhibition programme will be processed through JtoJ National systems and using JtoJ National procedures.

**Volunteer expenses** Volunteer expenses relating to the JtoJ (XXX) exhibition programme will be processed through JtoJ National systems and procedures.

**OR where a local group holds the funds use this**

**Finance MOU (JtoJ local team is holding funds)**

**Budgets**

XXXX will produce a detailed budget to include, where applicable, all items shown in the budget template for local groups. The budget will be subject to the inputs and approval of JTOJ.

The budget should be produced and agreed XXX months before the exhibition launch date.

Depending on the progress of fundraising, it may be appropriate to re-budget taking into account actual or anticipated levels of income.

XXXX will produce reports of progress against budget for the regular (monthly) meetings of the project group and, where necessary, be in a position to report between meetings.

**Transport, Installation and De-installation of Exhibition.**

JtoJ’s suppliers will be used for the transport, installation and de-installation of the exhibition, the costs of which will be invoiced to SHDT either by JTOJ or directly by the suppliers. JtoJ will provide SHDT with budget input and quotations for these services.

**Fundraising**

SHDT will be responsible for raising the funds necessary to mount the exhibition (core and local sections) and hold associated events and they will do so as SHDT. Fundraising applications with forecast budgets will be copied to the Director of JtoJ National and (XXX local group) will copy funding reports including details of the actual spend to the Director of JtoJ.

**JtoJ administrative and other costs**

The budget will include an agreed amount in respect of JtoJ’s central costs relating to the exhibition, including administration, insurance and exhibition wear and tear. JtoJ will invoice SHDT for this amount on XXXX.

**JtoJ expenses** The budget will include an agreed amount to meet the expenses incurred by the JtoJ Director and trustees in relation to the XXX project. These will be claimed using the SHDT expenses claims process.

**Supplier payments**

All payments to supplier for goods and services realting to the project will be made through SHDT systems and processes.

**Local events**

All income and payments relating to events associated with the Dorchester exhibition will be processed through SHDT systems.

**Volunteer expenses**

Volunteer expenses relating to the Dorchester exhibition will be processed through SHDT systems.