

# Museum-University Partnerships Contracting Guidelines



National  
Co-ordinating  
Centre for  
Public Engagement

# MUPI Match Event: Contracting Guide

An agreement will need to be made between your organisation and the lead organisation of the partnership before funding can be allocated. Here are some suggestions for what you might want to include, but remember, a letter of agreement is a legal document – so make sure you work with your legal team/ advisor to ensure the contract you develop meets the needs of all the partners.

**This is an example and should be checked by your legal team**

## Details of contract:

- *Title: Agreement between [insert name of facilitating institution] and [insert name of partner]*
- *Date*
- *Addresses: (of both institutions)*
- *Terms: (if there are a lot a list of terms used in the letter of agreement, describe what they mean upfront e.g. ‘partner’; ‘facilitating institution’; etc.)*
- *Background/Project summary: (a short description of the partnership or project)*
- *Other information may be included as appendices and referred to here, for example:*
  - *An outline of objectives*
  - *Project schedule*
  - *Governance structure*
  - *List of current partners*

## Responsibilities of the recipient

*Summary of recipient responsibilities e.g.:*

- *Delivery of project to schedule*
- *Completion of evaluation process*
- *Reporting (include key dates if known)*

## Lead Contacts

- *Details of lead contact for each partner.*

## Financial Arrangements

- *Summary of funding available*
- *How and when this should be claimed / drawn down*

## Intellectual Property

*See the MUPI guide to intellectual property here.*

## Marketing and Publicity

*Details regarding publicity, e.g.:*

- *Keeping the funder informed of any publicity arising from the project results*
- *Logo usage, e.g.*

## Signatures for and on behalf of the Parties

## Appendix

*Relevant appendices included here*



**National  
Co-ordinating  
Centre for  
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The National Co-ordinating Centre for Public Engagement (NCCPE) is internationally recognised for its work supporting and inspiring universities to engage with the public. We work to change perspectives, promote innovation, and nurture and celebrate excellence. We also champion meaningful engagement that makes a real and valued difference to people's lives.

The NCCPE is supported by the UK Higher Education Councils, Research Councils UK and Wellcome, and has been hosted by the University of Bristol and the University of the West of England since it was established in 2008.

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The Museum-University Partnership Initiative (MUPI) was supported by public funding from Arts Council England. It sought to enable museums and universities to meet together and develop mutually beneficial partnerships. A range of resources have been created, drawing on the learning from the MUPI project. You can find all these resources on the NCCPE website.



Supported using public funding by  
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