



# Partnership Policies & Procedures

## Our Partnership Policy

1. *Policy Purpose:* The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the Islamic Outreach Center of Colorado (IOCC) and external entities are evaluated, entered into and managed.

2. *Partnership Purpose:* The purpose of a partnership is to expand or enhance the services IOCC offers to its community. Partnerships should be willing and able to mobilize additional resources for programs while also promoting greater effectiveness of those programs. Partnerships also positively affect the quality of services and experiences.

3. *Background:* For many years the IOCC has worked with a variety of individuals and organizations to provide programs, services and facilities to Colorado residents. These arrangements, or partnerships, have steadily grown in numbers causing the IOCC to recognize the need to create more formal policies and procedures in order to ensure that the partnerships are consistent with IOCC's mission and values, and that partners are treated with consistency and equity.

## Partnership Categories

*The Islamic Outreach Center of Colorado engages with partners that fit one or more of the following categories:*

- Individuals
- Businesses or corporations
- Social service or community organizations
- Non-profit organizations
- Volunteer/neighborhood organizations (including 'friends of' groups)
- Districts and Quasi-governmental entities
- Governmental entities
- Public School Districts

*Partners generally provide one or more of the following activities:*

- Funding for programs or projects
  - Volunteer time
  - Programming and activity services
  - Facility operational support and improvements
  - In-kind goods and services
-

## Relevant Definitions

- *Partnership*: a working relationship with another organization or individual that has compatible values and goals which results in mutual benefit. The partnership may be formed around a single activity or event, or it may be long-term and multi-faceted, and must always be rooted in the principles guided by Quran and the Ahlul Sunnah wal Jamaa.
  - *Partner*: an individual, organization, or group that, through a written agreement, provides a service or benefit to The Islamic Outreach Center of Colorado or its community members.
  - *Partnership Application*: a standardized application each potential Partner completes and submits to IOCC.
  - *Partnership Agreement*: a written and formally executed agreement between IOCC and an outside party that details the terms of the *Partnership*. The *Partnership Agreement* must be signed by all parties before *Partner* work can begin.
  - *Benefit*: an activity or service that accomplishes a purpose promoting the principles of Islam based on Quran and Sunnah as well as the needs, interests, social, economic, and religious well-being, or the health and safety of a community and complements the vision and direction of IOCC.
-

## Guidelines

*All partnership applications will be evaluated based upon the following guidelines. The guidelines are broken out into required conditions and High, Medium, or Low priority considerations.*

- The Partnership must align with Islamic Principles as established in the Quran and exemplified by the Ahlul Sunnah wal Jamaa.
  - The Partnership must align with IOCC's missions, values and goals.
  - The Partnership must comply with all applicable laws, rules and policies.
  - The Partner must have the necessary competency, resources, or license(s) (if applicable) to engage in the proposed activity.
  - The Partner must meet insurance coverage requirements as determined by the relevant authority.
  - The Partner must agree to submit proposed activities to IOCC for formal review and approval.
  - The Partner must agree to meet all applicable IOCC maintenance standards and construction requirements (if applicable)
  - The Partner must agree to all terms or conditions outlined in the relevant policy
  - The Partner must attest to receiving and agree to following all communication requirements which include:
    - General communications
    - Public meetings
    - Fundraising and development
    - Miscellaneous third party communications
    - Branding requirements
    - Signage standards
-

## Priority of Consideration

*Potential Partnerships will be evaluated on a case-by-case basis based on the information provided in the Partnership Application. Applications may also require additional review or approval by the Board of Directors of Executive Committee.*

### High Priority Considerations:

- Is the proposed Partnership consistent with Islamic principles as established in the Quran and exemplified in the Ahlul Sunnah wal Jamaa, as well as with IOCC priorities?
- Does the Partnership provide community benefit by increasing access to resources, education, or programs?
- Does the Partnership meet the needs and interests of underserved or diverse populations?
- Does the Partnership engage populations that otherwise do not utilize IOCC programs and services?
- If the proposed Partnership activity displaces existing IOCC programs or other Partner programs, does it allow IOCC to reallocate current resources to new programs and services, provide more benefit to the public or increase the efficiency of utilization of IOCC resources?
- If the proposed Partnership activity is housed at a IOCC facility and the activity is similar to a program that IOCC has already established at this facility, does the proposed activity add value?
- Does the Partnership require IOCC to commit resources or create the expectation of IOCC to commit resources in the future?
- Does the proposed activity adversely impact or restrict community access or require an adverse change in use to facilities or programs?
- Does the proposed Partnership activity create public safety issues or concerns?

### Medium Priority Considerations:

- Does the Partnership increase IOCC's capacity to deliver or enhance the quality of existing programs or services?
- Does the Partnership have the potential to reduce IOCC operating, maintenance or capital costs?

- Will the Partnership provide money, labor (manual or employment), political support, overall management or operational assistance to IOCC?
- Will the Partnership promote undue or over commercialization or a perception of undue or over commercialization without offset of community benefit?
- Does the proposed Partnership activity negatively impact traffic, parking or the community's enjoyment of existing programs or facilities?
- Will the proposed Partnership activity create noise that will be a disturbance to users or the surrounding community?

Low Priority Considerations:

---

## Procedures

*Potential Partnerships shall be evaluated on an individual basis and the following process must be followed:*

1. All potential Partnership opportunities are sent to the IOCC Partnership Coordinator.
2. Partnership Coordinator has applicant fill out the Partnership Application.
3. Partnership Application is submitted to the Partnership Coordinator.
4. Partnership Coordinator identifies appropriate IOCC staff to include in the evaluation of the proposed Partnership.
5. Partnership Coordinator and IOCC staff review application for content and assess the application utilizing the established guidelines.
6. Partnership Coordinator and Director will determine whether the application is approved, denied or requires additional information or approval.
7. Partnership Coordinator notifies applicant of application status.
8. If approved the application will run through the following approval process:
  - Partnership Coordinator will look for similar agreements to create consistency among partnerships.
  - Partnership Coordinator and applicant will negotiate the terms of the agreement.
  - Partnership Coordinator will inform the Applicant whether the Board of Directors, Executive Committee, or other organizational body secondary approval is required.
  - Partnerships which result in significant changes of use or activity in a facility, or require significant commitment of resources by the IOCC may require a review and approval by the

Board of Directors or the Executive Committee

- Partnership Coordinator along with the Directors Office will finalize the terms of the Agreement and prepare for formal execution.
- If the Application is approved, IOCC will draft a written agreement and process it according to established procedures and forward to the Partner for review and signature.

## **Who to Contact:**

All Partnership Proposals must first be submitted directly via our website contact form.

Please go to [www.islamicoutreachcc.org](http://www.islamicoutreachcc.org) and follow the relevant prompts on our Contact page.

Alternatively, you may email [islamicoutreachcc@gmail.com](mailto:islamicoutreachcc@gmail.com), though this may delay a timely response from us.