**Memorandum of Understanding**

**for a**

**Strategic Partnership**

**BETWEEN**

**The Rotary Club of Melbourne**

**AND**

**HomeGround Services**

**December 2009**

**Preamble**

The Rotary Club of Melbourne and HomeGround Services wish to establish a strategic partnership to pursue common interests in addressing homelessness in Melbourne.

This Memorandum of Understanding (MOU) clarifies and formalises the relationship between the Rotary Club of Melbourne (RCM) and HomeGround Services (HGS) to address issues of homelessness in Melbourne.

**Joint Commitment**

The two organisations share a commitment to:

* Work in partnership to try to end homelessness in Melbourne
* Working together to raise public awareness of homelessness and what’s needed to end it for chronically homeless people
* Promoting shared values with respect to equity and diversity, access, participation, and community engagement
* Increasing the opportunities for people experiencing homelessness to gain access to quality housing with appropriate support services

**The Partners**

Rotary Club of Melbourne Inc.

RN A00191772

Suite 40, Level 3, 12 Collins Street Melbourne Vic 3000

and

HomeGround Services

ABN 92 102 547 393

68 Oxford St, Collingwood, Vic 3066

**The Rotary Club of Melbourne**

The Core values which underpin all Rotary activities are Service, Integrity, Leadership and Fellowship. Activities of the Rotary Club of Melbourne for the Rotary Year July 2009 to June 2010 are based on “Making a Difference”.

The Vision Statement developed by RCM for the Strategic Plan 2009-2012 is:

To be regarded by recipients of our services, our partners, our financial supporters, and our members as an energetic, dynamic service organization delivering outstanding results in the community.

The RCM Mission Statement for 2009 is to:

* Provide effective assistance to the disadvantaged of our community
* Assist young people to reach their potential
* Advocate change that will improve the welfare of the disadvantaged
* Promote good fellowship amongst members and partners
* Support Rotary International and District 9800 projects

**HomeGround Services**

HomeGround’s Vision is to end homelessness in Melbourne. HomeGround’s Mission is to get people housed and to keep people housed.

We do this by providing range of housing and support services in the CBD, southern and northern suburbs of Melbourne.  We work in partnership with other community organisations and government.  We research housing issues and homelessness and support others’ research into these areas.

**Specific Projects and Objectives**

The Rotary Club of Melbourne and HomeGround Services have agreed to collaborate on activities which centre on addressing homelessness, including:

*Advocacy and Representation*

* Promote supportive housing, including the Common Ground model, and work to ensure increased and ongoing funding for HomeGround Supportive Housing projects with local, state and federal government
* Work to ensure increased and ongoing funding for Melbourne’s Elizabeth Street Common Ground Supportive Housing project (‘the Elizabeth Street project’) with local, state and federal government

*Philanthropic Support*

* Promote supportive housing, including the Common Ground model, and work to ensure funding for HomeGround Supportive Housing projects
* Assist HomeGround to access philanthropic funding for support services for the Elizabeth Street project

*Corporate Support*

* Promote supportive housing, including the Common Ground model, and work to ensure corporate support and funding for HomeGround Supportive Housing projects
* Assist HomeGround to access corporate support and funding for the Elizabeth Street project

*Community Engagement*

* Promote HomeGround’s supportive housing model in the community – particularly around community acceptance
* Engage local authorities, businesses, community organisations and local Rotary Clubs in supporting the project/s.

*Volunteer Support*

* Involve volunteers in fundraising activities for HomeGround Supportive Housing projects, including the Elizabeth Street project
* Engage volunteers to support Elizabeth Street project residents through individual or group activities focused on daily living skill development, e.g. computer classes, cooking, etc.
* Provide support for Elizabeth Street project residents, including exploring an individual mentoring program
* Explore potential future employment and vocational opportunities for Elizabeth Street project residents

**Implementation of Objectives**

The parties will appoint a Steering Committee with representation of both parties to oversee the relationship and manage collaborative projects having regard to financial contributions and benefits.

The Steering Committee will appoint members from each party to participate in Working Groups that represent each area of activity. Groups will develop and implement plans to achieve specific objectives and report to the Steering Committee. Each Working Group will, in consultation with the parties, set objectives and reporting requirements. See attached Organisation Chart

The Steering Committee will have responsibility for managing communication between the parties and promoting the objectives, benefits and outcomes of the partnership within each organization and to the wider community.

The Steering Committee will meet not less than bi-monthly to:

* discuss progress on objectives,
* monitor, oversee and review projects arising from the Working Groups and
* develop proposals as appropriate.

Progress reports will be made to the Rotary Club of Melbourne Board and to the HomeGround Services Executive Team.

**Partnership Measures of Success**

The success of the partnership can be measured by:

* commitment to the partnership by the key participants (Steering Committee members and Working Group leaders) from each organisation through investment of time, and contribution to the development and implementation of HomeGround Supportive Housing projects
* contacts made, meetings and consultations conducted, and evidence of increased awareness of homelessness, its solutions and the needs of people experiencing chronic homelessness
* demonstrated involvement of RCM members, individuals, organisations, community groups and other targeted stakeholders (including Elizabeth Street project residents) in delivering Working Group projects and outcomes
* demonstrated support from the stakeholders of each organisation for an ongoing relationship
* documentation of progress and achievements

**Term**

This Memorandum of Understanding (MOU) will be effective for a period of three years, from December 2009 to December 2012 and may be extended or varied by mutual agreement of the parties.

If during the term of this MOU a party wishes to be no longer bound by its terms, that party may terminate its participation under the MOU by three months’ notice in writing to the other party.

**Confidentiality**

Any and all information relating to the operation of the parties which is not in the public domain is held to be confidential, including (but not exclusively) client information, budgets, advocacy plans, and marketing and fundraising plans. As such this information is not to be used or disclosed by any party without the specific prior approval of the other party.  This condition is held to apply both during and after the term of the MOU.

**Obligations**

* HomeGround will acknowledge the Rotary Club of Melbourne as an official partner where appropriate, including on its website, in newsletters and at major co-branded events as mutually agreed.
* HomeGround and Rotary Club of Melbourne will endeavour where possible to include the other party / staff / members in launches, events and other activities including networking opportunities.
* HomeGround and Rotary Club of Melbourne will both hold internal information sessions for staff / members about the other party, including representation from the other party.
* Each party should ensure that no conflict of interest exists and that appropriate levels of confidentiality and probity are observed**.**
* Each party shares relevant information regularly and informs the other party of approaches to third parties in relation to this partnership agreement.

**Statement of Understanding**

This document is a statement of understanding and is not intended to create any binding or legal obligations on any party. Each party enters into this MOU as an independent entity.

**Acceptance**

Signed on behalf of

HOMEGROUND SERVICES

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Stephen Nash

Chief Executive Officer

Signed on behalf of

ROTARY CLUB OF MELBOURNE

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Barry J Watts

President

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

