ArtChangeUS
Cultural
Community
Benefits
Training
MOU
TEMPLATE
Every organization operates in its own context. This MOU template must be tailored to the specific capacity, context, and circumstances of the organization. It needs to consider the individuals, community, and partners it seeks to engage and its likely impact on them regardless of its positive intentions.

**PRINCIPLE 1: BUILD INCLUSIVE ORGANIZATIONS**

[Name of organization] commits to equity within our own organizational structure as evidenced by [state how you build equity and inclusion into your organization’s work].

[Fill out the following information; include the mission, founding date, operating annual budget size, region/geographic operating area (city, statewide, or national area and headquarters location), short description and URL. Incorporate how the organization specifically defines diversity and share the size and composition of team/staff, board, and leadership.]

Mission:  
Founded:  
ED/CEO:  
Staff size/composition:  
Board size/composition:  
Operating budget:  
Region:  
Description:  
URL:

[Name of organization] is organizing [project/event], in [city, neighborhood, or other location of project/event], on [date] according to the Cultural
Community Benefits Principles. [Insert Description of Project or Event including any goals, aims, or intended outcomes].

[Name of designated person] will lead our efforts to advance cultural community benefits and can be reached as follows [appropriate contact information such as email or phone number].

We commit to building equitable lasting relationships with our home and host communities. We acknowledge that this place is home to [Insert host AND/OR home location relevant racial and other demographic information]. In planning this event, we have formed a [host OR home] community advisory [or similar structure, please state] that reflects the experiences, expertise and interests of people of color, women, LGBTQIA+/Two-Spirit and/or Disabled/Deaf people, and other historically marginalized groups. Advisory members are [compensated OR voluntary OR a mix of both]. Advisory members, in addition to planning and programming guidance, provide a nuanced contextual understanding of the complex histories, politics and frameworks of our [host OR home] community.

PRINCIPLE 2: HONOR INDIGENOUS PEOPLES AND LANDS

Our organization has equitably engaged and compensated members of the [Insert name of local Indigenous group(s)] in the planning and programming of our project/event as part of the [advisory group/curatorial team/other role (describe)]. [Insert name(s) of specific Indigenous people/advisory members] have helped craft the following acknowledgement of Indigenous people and lands for our event.

[Insert Indigenous land acknowledgement (e.g., “We acknowledge that we are on traditional lands; the current and future home of the __________ People.” If crafted in meaningful collaboration with members of local Indigenous groups, your statement will likely go beyond this simplified example.)]
We commit to using this land acknowledgement in verbal delivery, printed materials and as part of our presenter/participant resources and instructions for this project/event. [If you have invited and compensated elder(s) or leader(s) to offer a traditional welcome or blessing then state that here and provide the name(s) of those person(s)].

Beyond acknowledgement, Indigenous people have been engaged in our organization and project/event planning and programming, valued for their specific skill sets in their areas of expertise and in the following capacities:

[Select and complete all that are appropriate. Fill in the names and/or details of the engagement with each person OR create a simple statement acknowledging the capacities with which relationships to Indigenous people have been cultivated and maintained before, during, and after the event].

Board:  

Staff/Leadership:  

Committees:  

Project/Event Programming (e.g., workshops, panels, performances/exhibitions, field visits, etc.):  

Project/Event Logistics (e.g., catering, venue rental/staff, hotels/lodging, design, printing, etc.):  

Other:  
PRINCIPLE 3: COMMIT TO CULTURAL EQUITY

Our organization and project/event benefits from the cultural capital, credibility, and knowledge of people of color, women, LGBTQIA+/Two-Spirit and/or Disabled/Deaf people, and other marginalized groups. Our programming stems from a foundation of cultural awareness, sensitivity, and insights grounded in the historical analysis and lived experience of marginalized, ideally locally-rooted people. Our project/event will engage and uplift authentic narratives about the location hosting us. [Insert details of specific sessions/content, if known, or state plan of action for ensuring this (e.g., promotion of call for content, content selection process, compensation for content, etc.)]

Our organization commits to producing project/event documentation including but not limited to photography, videography, live streaming, audio recording, publications, presentation materials, etc. (all media). Advisory members, presenters, and participants will receive attribution and credit for their specific contributions and ideas. Advisory members, presenters, and participants will be provided with copies of event documentation related to their contributions. Advisory members, presenters, and participants will still be appropriately credited for their ideas and contributions even if they deny permission to use their personal image rights or rights to images of their intellectual property.

We will create and facilitate safe and brave spaces within projects/events to center and prioritize the experience of marginalized people. [If this is a physical space staffed with facilitators offering resources and guidance, provide details from event/facilities plan. If this is self-directed, state how it will be encouraged and managed throughout the project/event (e.g., potentially challenging or emotionally triggering content will come with verbal and written warnings, participants will be directed to see to their self-care throughout, etc.)]
Leveraging our networks and relationships to other artists, creative practitioners, culture bearers, cultural workers, funders, policymakers, organizers, activists, and community members benefits our [host AND/OR home] community. Throughout project/event planning, implementation, and beyond, our organization commits to providing access, engagement, and meaningful introductions to our [local, national, and/or international] networks for our advisory members, presenters and other participants.

PRINCIPLE 4: CREATE LOCAL ECONOMIC BENEFITS AND VALUE

Our organization commits to providing tangible economic benefits and value for our [host AND/OR home] community. Where possible, we have used research and best practices to establish fair and just compensation for advisory members, presenters, and participants. [Insert details of the objective information you have used (e.g., W.A.G.E., MIT Living Wage Calculator, Bureau of Labor Statistics, etc.)]

Access to our project/event is open to [Insert statement of whom the project/event is open to (e.g., membership only, invited participants, public, etc.)] Our project/event registration is [free or fee-bearing] with a ticket. [Insert project/event registration/ticket prices]. [If fee-bearing insert: “Our project/event will fund and facilitate undifferentiated (non-hierarchical) access through pay-what-you-can event ticketing, registrations, scholarships, and subsidies.”]

Our organization will produce and publish a detailed project/event program budget (prior to and as part of the final event reporting). The organization commits to investing in and contracting with qualified small, person-of-color-owned, LGBTQIA+/Two-Spirit-owned, Disabled/Deaf-owned or woman-owned businesses for project/event services and goods in the [host and/or home] community. Together with advisors, we have established a goal to spend [insert %] of the total program budget on goods and services sourced locally, with priority given to
historically/currently marginalized groups. Our organization will share the list (with contact information) of the businesses and people contracted to further support a thriving local economy.

[Some possible categories of project/event expenditures include, but are not limited to, artist fees and honorariums, presenter/panelist participation, subsidized participation/registrations, hotel/lodging, transportation/tours, printing, marketing and advertising, audiovisual equipment and services, catering services, photography services, graphic and web design, media production services, writing and editing, evaluation and reporting services, and assistive services and technologies. Your organization and advisory group should brainstorm and tailor this to the particularities of your project/event.]

PRINCIPLE 5: CONTRIBUTE TO FIELD-WIDE CHANGE

Our organization will gather [quantitative AND/OR qualitative] feedback from advisory members, presenters, participants, partners, funders, and attendees. Our organization specifically commits to evaluating our performance against the CCBP and our stated aims contained within this MOU. [Insert details of your project/event evaluation plan/strategy, stating where possible who is responsible for project/event evaluation and the anticipated availability of results (e.g., 30, 60, or 90 days after the project/event)]. We commit to holding a post-project/event debrief as part of the evaluation process. Feedback on the successes and areas of improvement will be incorporated into future organizational plans and endeavors.

Our organization will contribute to field-building by sharing learnings, outcomes, resources, contact information, and analysis of the methods and strategies used through [1) Published reports, white papers, journals, blog posts, and op-eds; 2) Presentations, trainings, and other public engagements; 3) Online archives/resources that document the
event, including acknowledgements; and 4) Continued engagement of local stakeholders.

[If leveraging cultural events toward other local benefits (e.g., development, education, political organizing and advocacy, etc.) please include specific other negotiated commitments here].

ATTACHMENTS
[Advisory and other organizing committee lists and contacts]
[Project/Event Plan]
[Project/Event Program Budget – with list of major funders and donors]
[Goods/Services Contact Lists – historically/currently marginalized groups]
[Evaluation Plan]
[Other]

This agreement is published alongside the above attachments to increase transparency and accountability to the community and the field.

Signed

Representative: 

Title of Representative: 

Organization: 

Community Representative: 

Title of Community Representative: 

Organization or Affiliation: 