



Guidelines to Create a Collaboration Agreement Sustainable New Agri-Food Products & Productivity (SNAPP)

Please take the following into consideration when drafting a collaboration agreement:

- Be sure to list all collaborators including contact name, contact information, business name and number (or equivalent).
- Include any necessary business related information, how long has each collaborator been in business for, have you worked together in the past, if so, was it successful?
- What is the purpose and the goals of the collaboration?
- Describe the role and responsibilities of each collaborator including financial contributions.
- The timeframe for which this collaboration agreement is valid—is there an expiration date?
- Who will be responsible for maintaining equipment purchased through the collaboration?
- If for unknown reasons, the collaboration fails, what is the contingency plan? Who will take ownership of the equipment?
- Signatures for all collaborators.
- Please feel free to include any letters of support to improve the strength of your application.

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