

Charitable Partnership Agreement

The Comox Valley Community Foundation (CVCF) grants directly to registered charities and other qualified donees. CVCF may consider funding a project that is delivered in partnership with a BC registered non-profit. In these situations, the grant is made solely to the qualified donee, which remains responsible for ensuring the funded activities further its own charitable purposes and for meeting all reporting and accountability requirements associated with the grant.

Project Information

Project Title:

Registered Charity Name (Qualified Donee):

Community Partner (BC Registered Society):

Registered Charity Responsibilities

The Registered Charity (Qualified Donee) confirms that:

- The proposed project advances one or more of its own charitable purposes;
- It has completed appropriate due diligence and is satisfied that the Community Partner has the capacity to carry out the proposed activities;
- It accepts legal and financial responsibility for the grant received from CVCF;
- It will monitor the progress of the project and maintain appropriate oversight throughout the grant period;
- It will ensure grant funds are used only for the purposes approved by CVCF; and
- It understands that CVCF may suspend or amend grant funding where the terms of the grant are no longer being met.

Community Partner Responsibilities

The Community Partner agrees to:

- Carry out the approved activities as described in the grant application;
- Use grant funds only for the approved project;
- Maintain appropriate financial and project records;
- Provide information, documentation and financial updates requested by the Registered Charity;
- Notify the Registered Charity and CVCF promptly of any significant changes affecting the project, budget, timeline or partnership;
- It will submit all required reports to CVCF and maintain appropriate financial and project records; and
- Cooperate with any reasonable monitoring or reporting requirements associated with the grant.

Joint Acknowledgements

The parties acknowledge that:

- This agreement represents a genuine charitable partnership;
- The Registered Charity retains responsibility for the charitable use of all grant funds received from CVCF;
- The grant application, approved project budget and any reporting requirements form part of this agreement;

- Any significant changes to the approved project require the prior written approval of both the Registered Charity and CVCF; and
- This agreement remains in effect until all grant funds have been spent, all reporting requirements have been satisfied, and the grant has been formally closed by CVCF.

Signatures

By signing below, the parties confirm that they have read, understood and agree to the responsibilities outlined in this agreement.

Registered Charity Authorized Signing Officers

Name:

Role of Signing Authority with Registered Charity:

Signature:

Date:

Name:

Role of Signing Authority with Registered Charity:

Signature:

Date:

Community Partner Authorized Representatives

Name:

Role of Authorized Representative with Community Partner:

Signature:

Date:

Name:

Role of Authorized Representative with Community Partner:

Signature:

Date: