

## *Partnership Confirmation Agreement - Lead Charity*

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#### **Partnership Overview**

The Community Foundation of Mississauga is **not** permitted to grant to organizations that do not meet the definition of qualified donee i.e. the organization must have registered charity status with the CRA.

If the registered charity (i.e. Lead Charity) is partnering with a Non Profit Organization OR another Charity, the partnership agreement below is required between the two parties prior to the start of the project and must be included with this application.

#### **Confirmation of Partnership Agreement**

The purpose of this document is to provide confirmation to the Community Foundation of Mississauga that the Registered Charitable Organization (Lead Charity) has entered into formal agreement with the Non Profit Organization/Charity Partner, and that both the Lead Charity and the Non Profit Organization/Charity Partner understand their responsibilities.

Both the Lead Charity and Non Profit Organization/Charity Partner are responsible for the overall delivery of the project, however specific accountabilities of each party as it pertains to the grant funding are outlined below.

#### ***Accountabilities of the Lead Charity:***

- ♣ Project Execution
- ♣ Project Deliverables
- ♣ Project Finances
- ♣ Project Reporting

#### ***Accountabilities of the Non Profit Organization/Charity Partner:***

- ♣ Project Execution
- ♣ Project Deliverables

**Name of Partner Organization\***

**Full Address of Partner Organization\***

**Partner Organization Contact Name\***

*The contact must be a senior staff person at the organization i.e. they should have signing authority*

**Partner Organization Contact Telephone #:\***

**Partner Organization Contact Email:\***

**Partner Organization Website:\***

**Partner Organization Business Registration Number\***

**HAS ENTERED INTO A FORMAL WRITTEN AGREEMENT WITH:**

**Name of Lead Charity\***

**Lead Charity Contact Name\***

*The contact must be the senior contact at the organization i.e. they must have signing authority*

**FOR THE TIME PERIOD:**

**Start Date\***

*Provide the start date of this agreement*

**End Date\***

*Provide the end date of this agreement OR the deadline by which the project must be completed*

**FOR THE PROJECT:**

**Project Title:\***

**Brief Project Description:\***

**AND THE PARTIES NAMED ABOVE HAVE ENTERED INTO A WRITTEN PARTNERSHIP AGREEMENT WHICH CONFIRMS:**

1. The Charity's obligation to obtain written progress reports and fulfill reporting requirements of the Community Foundation of Mississauga,
2. Provision to make payment allocations by instalments or to withhold payments,
3. Provision to maintain adequate records at the Charity's address,
4. All expenditures will further the Charity's purposes, and
5. The Charity will be responsible to monitor the project and provide satisfactory evidence of this to the Canada Revenue Agency at their request.

It is the responsibility of the Lead Charity to make themselves aware of their obligations to the Canada Revenue Agency when agreeing to participate in a joint activity. Please visit the Government of Canada website to find information pertaining to partnerships between registered charities and non profits organizations, which can be found under Section '4. What is direction and control?'

**Lead Charity Partnership Confirmation Agreement - PRINT NAME\***

*Print your full name below, by printing your name you agree to the terms of this partnership confirmation agreement and understand that you are effectively providing your e-signature, making this document legally binding*

**Date of Signature:\***