



RUTH, IVAL & SYLVIA STARK
KEITHA STARK GOUGH & LEATA STARK CLEAVE

The Stark Family Fund

Grant Agreement

Acknowledgement & Agreement

By signing this letter, I hereby acknowledge that our organization will be receiving a grant from the Stark Family Fund held by the Community Foundation for Kingston & Area in the amount of \$_____.

I certify that our organization is a registered charity in good standing with Canada Revenue Agency and that we will use the funds received to carry out the project _____ as described in the Grant Application submitted to the Community Foundation during the _____ Grants Round.

As a duly authorized signatory for our organization, I acknowledge receipt of and acceptance of the **Grant Agreement Terms & Conditions** as detailed on the second page of this document and dated June 16, 2016.

Name of Organization (Grantee*)

**Must be a registered charitable organization. If you are acting as a supporting organization for a project, please ensure you understand the obligations this entails.*

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

INSTRUCTIONS

Complete all of the fields above.

Return this signed original to the Foundation and keep a copy for your records.

Note: This Agreement must be signed and returned before you will receive your grant cheque.



Community Foundation
for Kingston & Area



RUTH, IVAL & SYLVIA STARK
KEITHA STARK GOUGH & LEATA STARK CLEAVE

The Stark Family Fund

Stark Family Fund Grant Agreement Terms & Conditions

The Community Foundation for Kingston & Area (“CFKA”) is pleased to offer a grant to your organization (“the Grantee”). This grant is subject to your acceptance of the following terms and conditions:

1. All grants are made in accordance with current and applicable laws and pursuant to the *Income Tax Act (Canada)* (“the Act”), as amended, and the regulations issued there under. Grantees must be registered charitable organizations under the Act. (For clarification, in the case of an organization applying with a supporting organization, the supporting organization is the Grantee).
2. This grant is to be used only for the purpose(s) described in the Grant Application and in accordance with the approved budget. The project, including expenditure of funds and project timeline, is subject to modification only with CFKA’s prior written approval.
3. The Grantee is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
4. Final reports on projects are required as a condition of this grant. Reports should be submitted by the Grantee to CFKA no later than 30 days after the completion of the project using the template provided. The template is available on CFKA’s website or by contacting the Grants Coordinator.
5. The Grantee agrees that CFKA may use its full discretion to report on this grant to the community through its annual report, press releases, website, social media and other communication vehicles.
6. Representatives of the Grantee who attend ceremonies or events that pertain to this grant, such as, but not limited to the Grant Award Ceremony, consent that information provided by them to CFKA including, but not limited to, their name, quotes and/or stories, and/or any videos, photographs or images taken for, by or legally released to CFKA and its staff or volunteers, may be used by CFKA in its related publications, including but not limited to posters, exhibits, video clips, presentations, news releases, website, social media, and other related communications media. They will not hold CFKA responsible for any errors in the use of their name, quotes, or images.
7. The Grantee is encouraged to make public announcements on its own, and expected to acknowledge Stark Family Fund/CFKA funding in all literature, announcements or media that pertain to the project for which the grant has been received, such as press releases, web pages, brochures; for example, by including both the CFKA and the Stark Family Fund logo. Prior approval should be obtained before using CFKA logos and/or wording used to describe CFKA and the Stark Family Fund, its programs and the nature of the grant commitment. Draft copy submitted to CFKA will be reviewed promptly.
8. The Grantee shall return to the Foundation any funds not used by the Grantee in accordance with this agreement and the designated program, if applicable, or if the Grantee loses its Registered Charitable status.
9. No funds provided by CFKA may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of non-partisan analysis, study and research.
10. CFKA has no obligation to provide other or additional support to the Grantee.

KEEP THIS FOR YOUR RECORDS