

# Grant Agreement

## Acknowledgement & Agreement

By signing this letter, I hereby acknowledge that our organization will be receiving a grant from 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 \_\_\_\_\_  
Grant # \_\_\_\_\_ 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 acceptance of the **Grant Agreement Terms & Conditions** as detailed on the second page of this document and dated 1 May, 2019.

\_\_\_\_\_  
Name of Organization (Grantee or qualified donee\*)

*\*Must be a registered charitable organization. If you are partnering as the qualified donee for a project, please ensure you understand the obligations this entails.*

\_\_\_\_\_  
Name (of Authorized Representative)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature (of Authorized Representative)

\_\_\_\_\_  
Date

*I have authority to bind the Corporation.*

### INSTRUCTIONS

Complete all of the fields above.

Return this signed original to the Foundation electronically to [grants@cfka.org](mailto:grants@cfka.org) or in hard copy at  
275 Ontario Street, Suite #100, Kingston ON K7K 2X5

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

**KEEP THIS FOR DOCUMENT YOUR RECORDS**

## Community Grants: 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:

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 that is partnering with a qualified donee, the qualified donee is the Grantee and should be signing the agreement.)

### Use of Funds:

- 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. Requests for modifications must be made in writing and sent to [grants@cfka.org](mailto:grants@cfka.org).
- The Grantee is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
- Unless otherwise approved by the CFKA, the Grantee shall return to the CFKA any funds not used by the Grantee in accordance with this agreement and the designated project, or if the Grantee loses its Registered Charitable status.
- 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.
- CFKA has no obligation to provide other or additional support to the Grantee.

### Final Report Submission:

- Final reports 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. Failure to submit a complete final report on time will make the Grantee ineligible to apply for future grants.
- The Grantee will submit in the final report a minimum of one image and one quote that the Foundation has the right to use in its publications and that best represent the impact of the funded project.

### Grant Recognition:

- The Grantee agrees that CFKA may use its full discretion to report on this grant to the community through its annual report, media releases, website, social media and other communication vehicles.
- Representatives of the Grantee who attend ceremonies or events that pertain to this grant, such as, but not limited to the Grant Award Celebration, consent that information provided by them to CFKA including, but not limited to, their name, quotes, stories, 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.
- The Grantee is expected to acknowledge CFKA funding in all publications, announcements or media that pertain to the project for which the grant has been received, such as media releases, websites, brochures; for example, by including the CFKA logo, and where applicable “tagging” CFKA using the appropriate social media handle (e.g. @CFKingstonArea).
- CFKA’s logo must be used in accordance with CFKA’s logo use guidelines (logos and guidelines available on our website). When appropriate, the use of CFKA’s logo or name as a funder should include a suitable disclaimer (suggested text below). **Please contact the Foundation to discuss suitable wording.**
  - *“This [product] was produced with funding from the Community Foundation for Kingston & Area (CFKA). The views and opinions expressed in this [product] do not necessarily reflect those of the Community Foundation.”*