

**Sponsorship Agreement
Between a Registered Charity (or a Municipality) and a Non-Registered
Organization**

To qualify for a grant from the Revelstoke Community Foundation, an organization must be a Registered Charity or a Municipality in the Revelstoke area. An organization that is not a registered charity, may seek to have a project “sponsored” by a registered charity subject to certain conditions:

1. The Revelstoke Community Foundation strongly recommends that a registered charity, or a municipality offering to act as a project sponsor, have an internal written policy governing sponsorship agreements; should require written proposals from those seeking funding, and should enter into formal sponsorship agreements with them. (A copy of the agreement to accompany the grant application.)
2. The Revelstoke Community Foundation requires that funds must be used for specific purposes as stated in the sponsor’s own mandate and objectives.
3. The Revelstoke Foundation will make the grant to the sponsor, and the sponsor must retain control and discretion as to the use of the funds.
4. The sponsor must maintain records establishing that the funds were used for its purposes, (the sponsor will be required to report the grant on its T3010A), and must submit a project report (evaluation) to the Revelstoke Community Foundation.

The Project Sponsorship Agreement:

Registered Charity _____ BN _____ RR000 _

Address _____

Contact Person: _____ Position _____ Phone: _____

Organization Seeking Funding _____

Address _____

Contact Person: _____ Position _____ Phone: _____

Description of Project:

Project duration or completion date: _____

It is understood that the registered charity (the sponsor) agrees:

- a) that funds will be used for specific purposes as stated in the sponsor's own mandate and objectives.
- b) to retain control and discretion as to the use of the funds.
- c) to maintain records establishing that the funds were used for its purposes and submit a project report (evaluation) to the Revelstoke Community Foundation upon completion of the project.
- d) to act as a fiscal agent for the unregistered society.
- e) to ensure that the project is completed as described in the approved grant application.

Signatures:

For the Registered Charity:

_____ Date: _____

Print Name _____ Position _____

For the Partner Organization:

_____ Date: _____

Print Name: _____ Position _____