

Schedule C  
**Partnership Agreement**

**Name and Addresses of All Parties:**

**Registered Charity:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Community Organization:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Timelines:**

Project Start date: \_\_\_\_\_ Project Completion date: \_\_\_\_\_

**Funding:**

The Campbellford/Seymour Community Foundation allocates a grant in the amount of \$\_\_\_\_\_ for the purpose of:

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**Responsibilities:**

**Registered Charity agrees to:**

- a. Ensure that the Community Organization's project is consistent with the charitable mandate of the Registered Charity.
- b. Accept and continue to accept any and all monies received in respect of the project in trust for the Community Organization
- c. Disburse funds for the purpose of establishing, maintaining and completing the Project described in Schedule A
- d. Provide a statement of funds to the Campbellford/Seymour Community Foundation \*
- e. Acknowledge the contribution of the Campbellford/Seymour Community Foundation \*

\* In accordance with the CSCF's Letter of Agreement – Grant Terms & Conditions and Self-Evaluation Guide.

**Community Organization agrees to:**

- a. Ensure that the Community Organization's project is consistent with the charitable mandate of the Registered Charity.
- b. Keep separate accounts and provides written reports for the Registered Charity on a regular basis
- c. Provide written receipts for all expenses incurred in the project to the Registered Charity
- d. Accept payments by installments based on confirmation of reasonable progress of the Project
- e. Ensure there are sufficient volunteers to carry out the project
- f. Provide an evaluation at the completion of the project \*

\* In accordance with the CSCF's Letter of Agreement - Grant Terms & Conditions and Self-Evaluation Guide.

**Campbellford/Seymour Community Foundation agrees to:**

- a. Provide mentoring and support in delivering the program
- b. Disburse funds to the Registered Charity in accordance with the Payment Schedule A
- c. Ensure that the Community Organization is within the guidelines of the Letter of Agreement
- d. Ensure that a Self-Evaluation Guide is completed within one month of the completion of the project

**Termination:**

The registered Charity may withhold funds or other resources if the Community Group is unable to fulfill their responsibilities.

Please indicate your acceptance of the above terms and conditions of this Agreement:

**Registered Charity**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Community Organization**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Campbellford/Seymour Community Foundation**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Schedule A** is to be attached.