



Information Sheet for Applicants to Community Foundations Regarding Agency Relationships

As a Public Foundation, the community foundation is restricted by the Canada Revenue Agency (CRA) to make grants or distributions only to organizations that have a registered charitable business number. CRA states that the relationship between the charity (lead partner) and the non-charitable organization (the agent) be formalized and documented before a grant can be awarded.

An organization that is not a registered charity wishing to apply for funding from the community foundation may consider the following:

1. Make formal application to CRA to become a registered charity, or
2. Establish a partnership or agency relationship with a registered charity who would receive the funds for the proposed project from the community foundation.

The relationship must be a formal arrangement set out in writing between the Boards of Directors of the registered charity and the organization.

The terms of the agreement should include:

- a full description of the project providing responsibility to the registered charity for insuring the project is completed by the organization as described.
- that the registered charity has responsibility for distribution of funds to the organization as work progresses
- that the registered charity has responsibility/accountability to the community foundation for performance of the organization.
- The relationship must be an appropriate link, not simply one of convenience

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