

## Partnership Agreement

The Ottawa Community Foundation welcomes the opportunity to fund partnerships where not-for-profit organizations without charitable status (intermediaries) help registered charities and other qualified donees fulfill their mission. [\(See registered charities\)](#)

**This form must be completed and signed by the *charitable organization*.**

**Please note that in the event of a successful application, it is also the charitable partner who submits the final Evaluation Report for the completed project.**

### Project Information

Project Title:			
<b>Registered Charity or other <a href="#">Qualified Donee</a></b>			
Organization Name:			
Charitable registration number:			

The project that is the subject of this agreement supports our organization's mandate/mission. (Please check box to confirm.)

Name of primary contact:		Email:	
Title:		Phone:	

### Not-for-profit organization without charitable status

[\(see Intermediary\)](#)

Organization Name:			
Name of primary contact:		Email:	
Title:		Phone:	

### Type of Partnership

**Please select the option that best describes the nature of the partnership by checking off the appropriate box below.**

#### Consultant or contractor (see [section 3.1.1](#))

The non-charitable organization agrees to carry out specific activities on the charity's, or other qualified donee's, behalf.

#### Joint Venture (see [section 3.1.2](#))

The non-charitable organization will work with the charity or other qualified donee to carry out a charitable activity. They will pool resources to accomplish charitable goals under the terms of a joint venture agreement.

#### Co-operative Participant (see [section 3.1.3](#))

The non-charitable organization will work side by side with the charity or other qualified donee to complete a charitable activity. Rather than pooling resources and sharing responsibility for the project as a whole, as in a joint venture, each organization instead takes on responsibility only for parts of the project.

### Direction and control of the project

**Please identify how the registered charity or other qualified donee will maintain direction and control of the project (see section 5.1), by checking off the appropriate box(es).**

Create a written agreement, and implement its terms and provisions. (See section 4.2)	
Communicate a clear, complete, and detailed description of the activity to the not-for-profit (intermediary). (See section 4.3)	
Monitor and supervise the activity. (See section 4.4)	
Provide clear, complete, and detailed instructions to the not-for-profit (intermediary) on an ongoing basis. (See section 4.5)	
Arrange for the not-for-profit (intermediary) to keep the charity's funds separate from its own, and to keep separate books and records. (see section 4.7)	
Make periodic transfers of resources, based on demonstrated performance. (see section 4.6)	
Other (Please describe):	

### Signatures of Authorized Representatives

***"I hereby accept that I have read, understood and will comply with the agreement above":***

#### Registered charity or other Qualified Donee

Senior staff person (name and title)	Date
<b>Not-for-profit (Intermediary)</b>	
Senior staff person (name and title)	Date

**NOTE: Completing the fields above represents final approval from the parties indicated, in lieu of providing a written signature.**

#### CRA Guidance References:

[Qualified Donees CG-010](#) (August 15, 2011)

[Using and Intermediary to Carry out a Charity's Activities in Canada CG-004](#) (November 27, 2020)

[Public Benefit Test CPS-024](#) (March 10, 2006)