

Appendix A  
2020 Community Grants Program Application Form  
Grant Sponsorship Agreement

***Note: Applicants that are not a registered charitable organization must be sponsored by another organization that is a charity registered in Canada. If you require a sponsor but have difficulty locating one, call or visit the Community Foundation for Lennox and Addington offices for assistance.***

Between

\_\_\_\_\_, hereinafter referred to as “the Sponsor”  
Name of Sponsoring Registered Charity

and

\_\_\_\_\_, hereinafter referred to as “the Applicant”  
Name of Applicant

1. Although the Community Foundation for Lennox and Addington (the Foundation) is not a party to this agreement, the Sponsor and the Applicant acknowledge that they enter into this agreement as a condition of the Foundation receiving and considering an application from the Applicant for a grant to fund, in whole or in part, an activity or project proposed by the Applicant.
2. This agreement is entered into because the Applicant is not a registered charity but is partnering with a municipality or a registered charity for the purpose of applying to the Foundation for a grant of money.
3. The Sponsor hereby confirms that it is a municipality or a registered Canadian Charity under Canada Revenue Agency (CRA) Charitable Number: \_\_\_\_\_ issued on the \_\_\_\_\_ day in the month of \_\_\_\_\_ in the year of \_\_\_\_\_.

**Appendix A - Sponsorship Agreement cont'd**

**Name of Applicant:** \_\_\_\_\_

4. The Sponsor hereby agrees to receive and manage any funds granted to the Applicant and to:
  - a. Segregate granted funds from those of the Sponsor and account for them by keeping separate books and records.
  - b. Pay out granted funds to the Applicant by installments on satisfactory confirmation of reasonable progress where a funded need or project is staged.
  - c. Ensure that granted funds are applied strictly to the specific purpose(s) set out in the Applicant's grant application and approved by the Foundation.
  - d. Where applicable at its discretion, set parameters for and inspect and/or receive written progress reports from the Applicant.
  - e. Withhold granted funds from the Applicant if parameters referred to in Paragraph 3 (d) are not satisfactorily met.
  - f. Ensure that any funds granted by the Foundation to the applicant are expended within the year in which they are granted.
  - g. Review and co-sign the Applicant's final report to the Foundation due on or before the 31<sup>st</sup> day of December in the year that this agreement is made, as required under the terms accompanying the granting of any funds.
  - h. Notify the Foundation of any permanent withholding of funds from the Applicant.
  - i. Return to the Foundation any funds permanently withheld from the Applicant together with a brief summary of the reasons for the withholding.
5. This agreement attaches to and forms a part of the application for funding submitted by the Applicant to the Foundation.

\_\_\_\_\_  
For the Applicant (*signature*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Applicant (*Name - Please print*)

**Community Foundation for Lennox & Addington**  
Community Grant Application

**Appendix A - Sponsorship Agreement cont'd**

**Name of Applicant:** \_\_\_\_\_

\_\_\_\_\_  
**For the Sponsor** (*signature*)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**For the Sponsor** (*Name - Please print*)