

Application: 9186250283

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Emergency Community Support Fund

Summary

ID: 9186250283
Status: Project Application: Approved
Last submitted: Jun 12 2020 12:59 PM (PDT)

Task 1: Grant Agreement

Completed - Jun 23 2020

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Emergency Community Support Fund

Grant Agreement

Community Foundations of Canada and Qualified Donees

The Port Coquitlam Community Foundation (the “Community Foundation”) is pleased to make a grant from the Emergency Community Support Fund (the “ECSF”) to The Wilson Centre Seniors Advisory Association. The ECSF is a collaborative effort with support from the Government of Canada for [qualified donees](#) and non-profit organizations working with vulnerable populations impacted by the COVID-19 crisis.

Approved Project: Farmer’s Market Coupon Subsidy Program

Date Approved: 2020/06/23

Value of Grant: \$13104

This Agreement governs the grant for the project as described in the application (the “project” or the “approved project”), as well as the relationship between the Community Foundation, Community Foundations of Canada (“CFC”) and the community foundation network, and the Grant Recipient.

This Agreement is valid from the date of signing until April 1, 2021.

To acknowledge this Agreement in its entirety and accept the grant for the project on behalf of the Grant Recipient, please sign on the last page of this document.

A. Purpose

1. Purpose of Grant

Grants given under the ECSF will provide immediate financial support to qualified donees whose programs are serving vulnerable populations impacted by COVID-19. This grant is to be used only for eligible expenditures (which has the meaning given to that term in Section A.2.) that advance the purpose described here and in accordance with the activities, outcomes, budget, and financial information provided in the approved project's application.

Should the Community Foundation issue payment to the Grant Recipient for any amounts to which the Grant Recipient is not entitled under this Agreement, the Grant Recipient must repay the Community Foundation such amounts, including amounts:

- made in error;
- made for costs in excess of the amount actually incurred for those costs; and
- that were used for costs that were not eligible expenditures.

2. Expenditures

Eligible expenditures will vary depending on the project. The list below are examples of possible expenditures:

- Wages and employment-related costs for existing or additional staff;
- Fees for professional service;
- Disability supports for staff of the Grant Recipient;
- Materials and supplies;
- Printing and communication;
- Travel;
- Utilities;
- Insurance;
- Rental of premises;
- Lease, purchase and maintenance of equipment;
- Performance monitoring and reporting;
- Data collection;
- Knowledge development activities; and
- Other administrative costs associated with the project.

Ineligible expenditures include:

- Purchase of real property (land or buildings);
- Expenses incurred prior to April 1, 2020;

- Expenses incurred after March 31, 2021; and
- Any expenses that are covered by another funding source (including the Government of Canada, Canadian Red Cross and United Way Centraide Canada or their local affiliates). Projects may receive funding from other sources, but those funds may not cover the same expenses as this grant.

In keeping with the purpose and expectations associated with this grant:

- The Grant Recipient is responsible for the expenditure of funds and for maintaining proper books and records, in accordance with generally accepted accounting principles, of all expenditures, costs and revenues, relating to this Agreement, including:
 - Agreement-related contracts and agreements;
 - All invoices, receipts, vouchers, electronic payment requisitions and records relating to the eligible expenditures;
 - Bank records including bank statements and cancelled cheques;
 - Agreement-related activity, progress and evaluation reports and reports of agreement reviews or audits carried out for, by, or on behalf of CFC or the Community Foundation (the “Books and Records”).
- The Grant Recipient is responsible for notifying the Community Foundation in a timely manner if there is any reason to believe that the project may not achieve the objectives declared in the application.
- Where the success of the project as described in the application is jeopardized, the Community Foundation or CFC may terminate this Agreement and require repayment of the amount unspent.

B. ACKNOWLEDGEMENT AND COMMUNICATIONS

1. Acknowledgement

The Community Foundation and CFC welcomes efforts to amplify awareness of the ECSF. The Grant Recipient is required to recognize the ECSF and acknowledge support from the Government of Canada and the Community Foundation in their organizational communications, web or social media content, public project materials, media outreach, events and verbal remarks about the project (see ECSF’s

[Acknowledgement Guidelines](#) for wordmarks):

The standard acknowledgment for Grant Recipients is as follows:

*The [Farmer’s Market Coupon Subsidy Program **or** The Wilson Centre Seniors Advisory Association] is supported by the Government of Canada’s Emergency Community Support Fund and Port Coquitlam Community Foundation.*

Additional acknowledgment information:

- **If Grant Recipients publish content about their COVID-19 response which is funded by the ECSF on their website**, include the standard recognition text above on any page where the ECSF is referenced.
- **If possible, recognize the support and collaboration on social media.** Grant Recipients are encouraged to acknowledge support from the Government of Canada and their local community foundation via social media channels.
 - When posting to social media, please tag the following accounts: **@CommFdnsCanada**, **@ESDC_GC** and any other accounts held by Port Coquitlam Community Foundation
 - Use the following hashtag whenever possible: **#ECSFund**
- Follow any additional recognition and acknowledgment policies outlined by the local community foundation

2. Reporting

- The Grant Recipient will provide to the Community Foundation a short summary report by April 1, 2021 (at the latest) outlining how the grant was used to address the needs of vulnerable populations impacted by COVID-19. Report contents will be visible to the Community Foundation, CFC and the community foundation network, United Way Centraide, Canadian Red Cross and the Government of Canada.
- The Grant Recipient will provide any additional reporting required as determined by the Community Foundation.

3. Official Languages

The Grant Recipient will consider the needs of the official language minority community in developing its project and services, acknowledge the support for the project in English and French and specifically invite the official language minority community to participate in the development and implementation of the project, if applicable.

C. LEGAL PROVISIONS

1. Continuance of Laws & Guidelines

The Grant Recipient shall ensure that all activities and objectives related to the approved project comply with all federal, provincial/territorial and municipal laws and regulations, as well as related laws or guidelines with respect to environmental matters.

2. Full Responsibility

The Grant Recipient takes full responsibility for all proceedings and activities undertaken in relation to the project governed by this Agreement, including all matters related to liability. The Grant Recipient shall indemnify and save harmless the Community Foundation, Community Foundations of Canada and the community foundation network, and the Government of Canada from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any willful or negligent act, omission or delay on the part of the Grant Recipient or its employees or agents, in connection with anything purported to be or required to be provided by or done by the Grant Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the ECSF or the project.

3. Audit and Oversight

The Grant Recipient agrees to provide any information requested about this Agreement and the project and copies of all Books and Records to the Community Foundation, CFC, or the Government of Canada, at any time during the term of the Agreement and for up to six years after the end of the Agreement.

4. Cancellation of Funding

The grant governed by this Agreement is subject to the availability of funds from the Government of Canada. Payment of funding to the Grant Recipient may be reduced or cancelled in the event that the Government of Canada cancels or reduces the funding available to CFC and the Community Foundation.

In the event that the Government of Canada cancels or terminates the ECSF, the Community Foundation may provide the Grant Recipient with a written notice of termination of this Agreement. In the event that funding is terminated under the ECSF, the Grant Recipient will have 90 days to complete project activities, and will be required to repay to the Community Foundation or CFC any unspent funds following that period.

5. Dispute Resolution

In the event of a dispute arising under the terms of this Agreement, the Community Foundation, CFC and the community foundation network, Government of Canada and the Grant Recipient agree to make a good-faith attempt to settle the dispute.

6. Canada's Disclaimer Respecting the Grant Recipient

Nothing in this Agreement creates nor is to be interpreted, construed or held out as creating any role, responsibility, obligation or interest for or in the Government of Canada as it pertains to this Agreement. The Grant Recipient acknowledges and agrees that Canada has disclaimed any and all responsibility,

accountability and liability with respect to this Agreement and the relationships between CFC and the community foundation network, the Community Foundation and the Grant Recipient.

The following agreement forms a contract between The Wilson Centre Seniors Advisory Association and Port Coquitlam Community Foundation. Please confirm your acceptance and understanding of the following agreement by signing below.

By checking this box and filling in the details below

Responses Selected:

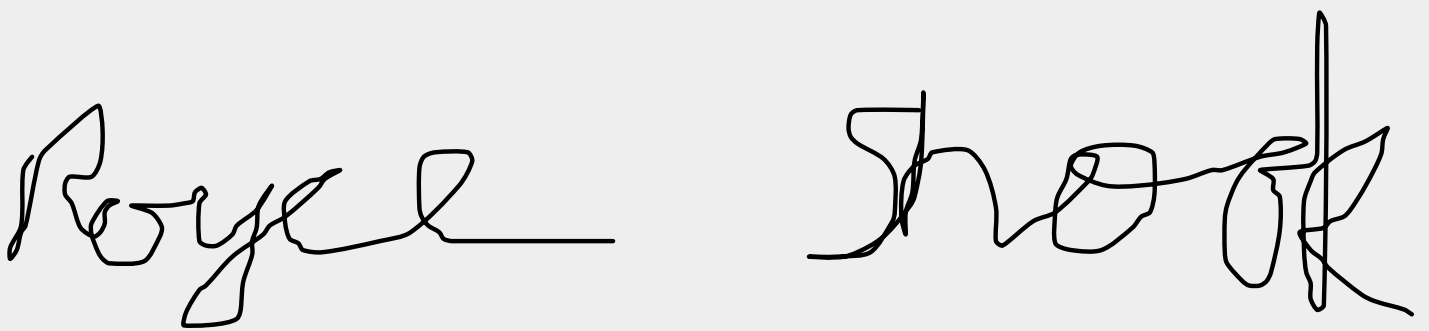
I confirm that I have the full authority to accept this grant on behalf of the Grantee. I have read and understood the terms of this Agreement, and I agree to the terms and conditions outlined above on behalf of the Grantee.

Name

Royce Shook

Signature

Please sign in the space below to confirm this decision

A large, light gray rectangular area containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Royce Shook".

Title or Affiliation with the grant recipient

President

Email

royce.shook@gmail.com

Phone Number

Example: 555-555-5555

604-945-0395

Date

Jun 23 2020