



PCCF Grant Accountability Agreement

The following agreement forms a contract between the Grant Recipient and the Port Coquitlam Community Foundation.

Community Foundation to Grant Recipient

The Port Coquitlam Community Foundation (the "Community Foundation") is pleased to make a grant from the Port Coquitlam Community Foundation Community Grant (the "PCCF Community Grant") and Port Coquitlam Community Foundation Covid-19 Community Response Grant (the "PCCF Covid-19 Community Response Grant") to Wilson Seniors Advisory Board (the "Grant Recipient"). The PCCF Community Grant is a collaborative effort with support from the Community Foundation fund raising efforts; and the PCCF Covid-19 Community Response Grant is a collaborative effort with the support of fund raising efforts and Vancouver Foundation for [qualified donees](#).

Approved Project: Farmers Market Coupon Subsidy Program

Granting Program: Port Coquitlam Community Foundation Community Grant

Value of Grant: \$3000.00

Approved Project: Wilson Seniors Advisory Board

Granting Program: Port Coquitlam Community Foundation Covid-19 Community Response Grant

Value of Grant: \$2000.00

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 and the Grant Recipient.

This Agreement is valid from the date of signing until May 30, 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 PCCF Community Grant and PCCF Covid-19 Community Response Grant will provide financial support to qualified donees. Upon signing this agreement, your agency states that the Grant Recipient agrees to notify us if there is any change in the Grant Recipient Canada Revenue Agency (CRA) public charity status.

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 June 1, 2020;
- Expenses incurred after May 30, 2021; and
- Any expenses that are covered by another funding source. 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:

- **Records:** The Grant Recipient is responsible for the expenditure of funds relating to the grant 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:
 - a. Agreement-related contracts and agreements;
 - b. All invoices, receipts, vouchers, electronic payment requisitions and records relating to the eligible expenditures;
 - c. Bank records including bank statements and cancelled cheques;
 - d. Agreement-related activity, progress and evaluation reports and reports of agreement reviews or audits carried out for, by, or on behalf of 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. The Grant Recipient must submit a written request to the Community Foundation in advance if it wishes to change the purpose of the grant or if the funds are not expended within the next 12 months.
- Any portion of the grant unexpended at the completion of the project or by May 30, 2021 shall be returned immediately to the Community Foundation.
- The Grant Recipient may not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in your original grant application.
- Where the success of the project as described in the application is jeopardized, the Community Foundation may terminate this Agreement and require repayment of the amount unspent.
- **No Assignment of Delegation:** The Grant Recipient may not assign, or otherwise transfer, its rights or delegate any of its obligations under this grant without prior written approval from the Community Foundation.
- **Reasonable Access for Evaluation:** The Grant Recipient will permit the Community Foundation and its representatives, at its request, to have reasonable access during regular business hours to files and records for the purpose of making such financial audits, verifications or program evaluations as the Community Foundation deems necessary or appropriate concerning this grant award.

B. ACKNOWLEDGEMENT AND COMMUNICATIONS

1. Acknowledgement

The Grant Recipient is required to recognize and acknowledge support from the Community Foundation in their organizational communications, web or social media content, public project materials, media outreach, events and verbal remarks about the project:

The standard acknowledgment for Grant Recipients is as follows:

The [name of project or organization] is supported by Port Coquitlam Community Foundation.

Additional acknowledgment information:

- If Grant Recipients publish content about their organization which is funded by the PCCF Community Grant including, but not limited to on their website. Include the standard recognition text above where the funded program or project is referenced.
- Grant Recipients are encouraged to acknowledge support of Port Coquitlam Community Foundation via social media channels.
 - When posting to social media, please **tag** the following accounts: **@PoCoFoundation**
 - Use the following **hashtags** whenever possible: **#GreaterGood #GreaterFuture**

Additional publicity information:

- The Community Foundation may include information regarding this grant, including the amount and purpose of the grant, any photographs you may provide, your logo or trademark, or other information or materials about your organization and its activities, in the Community Foundation's periodic public reports, newsletters, social media and news releases.
- Forward to info@pocofoundation.com the following items:
 - A copy of the Grant Recipient's logo
 - Photo(s) that the Community Foundation can share on social media or use on marketing materials

2. Reporting

- The Grant Recipient will provide to the Community Foundation a summary report by June 1, 2021 (at the latest) outlining how the grant was used and the impact of the funding. The report should include a comprehensive accounting of the uses or expenditure of all grant funds and provide a detailed statement of the benefits the Grant Recipient's program or project has realized from the grant monies received. A template for the final report will be forward to you at a later date.
- Where possible, please provide us with any audited statement of the finances of this project.
- The Grant Recipient will provide any additional reporting required as determined by the Foundation

C. LEGAL PROVISIONS

1. Continuance of Laws & Guidelines

The Grant Recipient shall ensure that all activities and objectives related to the approved project/program 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 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 PCCF Community Grant and PCCF Covid-19 Community Response Grant 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 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. Payment of funding to the Grant Recipient may be reduced or cancelled in the event that the funding available by the Community Foundation is reduced.

In the event that the funding is terminated, the Community Foundation may provide the Grant Recipient with a written notice of termination of this Agreement. In the event that funding is terminated, the Grant Recipient will have 90 days to complete project activities, and will be required to repay to the Community Foundation 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 and the Grant Recipient agree to make a good-faith attempt to settle the dispute.

6. 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 liability for or in the Community Foundation as it pertains to this Agreement. The Grant Recipient acknowledges and agrees that the Community Foundation has disclaimed any and all responsibility, accountability and liability with respect to this Agreement and the relationships between the Community Foundation and the Grant Recipient.

- By checking this box and filling in the details below, I confirm that I have the full authority to accept this grant on behalf of the Grant Recipient. I have read and understood the terms of this Agreement, and I agree to the terms and conditions outlined above on behalf of the Grant Recipient.**

Grant Recipient:

Please Print

Name:

Please Print

Signature:

**Title or Affiliation with
the Grant Recipient:**

Please Print

Email:

Please Print

Phone Number:

Date:

Return to:

Darcel Moro | Port Coquitlam Community Foundation

Executive Director

T: 604-808-9624 | E: darcel@pocofoundation.com

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