DECLARATION OF AFFILIATION – QUALIFIED DONEE AND AGENT

The Community Foundation of Medicine Hat and Southeastern Alberta (the "Community Foundation") provides grants directly to registered charities and qualified donees under *the Income Tax Act* (i.e. organizations in possession of a registered charitable number from *the Canada Revenue Agency*.) In exceptional cases, a grant may be made to a qualified donee acting as a sponsor for an organization that is not yet registered but wishes to carry out a charitable activity.

These are the requirements for such an application to be considered by the Community Foundation:

1. The applicant (the "Agent") must have a direct affiliation (i.e. a shared charitable purpose, membership in an umbrella organization, partner in the program, etc.) with the sponsoring organization (the "Qualified Donee").
2. The following "General Information Regarding the Qualified Donee" and "Agreement" must be completed AND enclosed with the GRANT APPLICATION..

GENERAL INFORMATION REGARDING THE QUALIFIED DONEE

1. Name of sponsoring Qualified Donee _____

   Contact Person_____
2. Address_____

   City/Town _____ Province _____ Postal Code _____
3. Telephone No. _____ Fax No._____

   email address _____ Website _____
4. Registered Charity No. BN _____ RR0001
5. Nature of the affiliation or relationship with the Agent undertaking the project

   _____

   _____

   _____

   _____
6. The Qualified Donee's organizational mandate (Mission/Vision)

   _____

   _____

   _____

   _____
7. Board of Directors' names, addresses and telephone numbers. List Attached ☐
8. Qualified Donee's financial statement for the last complete fiscal year. Attached ☐

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This **AGREEMENT** is made effective this _____ day of _____, 2026.

BETWEEN _____(**the "Qualified Donee"**)

AND _____(**the "Agent"**)

WHEREAS:

The Qualified Donee wishes to carry out the project described in the Grant Application by the Agent to the Community Foundation of Medicine Hat and Southeastern Alberta.
The project is at law a charitable or other activity qualified to receive charitably donated funds from a Community Foundation under the *Income Tax Act* (Canada).

THEREFORE, THE QUALIFIED DONEE AND THE AGENT AGREE AS FOLLOWS:

1. The Agent will act as agent for the Qualified Donee for the purpose of establishing, maintaining and completing the project.
2. The project will be completed as stated in the Grant Application.
3. Subject to sufficient funding to proceed with the project, the Qualified Donee will provide the total sum received on behalf of the project to the Agent for the purpose of carrying of the project.
4. The Agent will keep the funds that it receives from the Qualified Donee separate from the Agent's own assets and will use such funds solely for the project. If the Agent fails to comply with any of the terms of this agreement, or if the Qualified Donee is dissatisfied with the progress of the project, or if the Agent fails to comply with any of the terms of the agreement with the Community Foundation, then the Agent will return all funds to the Qualified Donee for reimbursement of the funders.
5. The Agent will report as required by the agreement with the Community Foundation to the Qualified Donee and the Community Foundation and will permit the Qualified Donee to inspect the project at such times as the Qualified Donee deems appropriate.
6. The Agent will not assign the rights or obligations under the Agreement without prior written consent of the Qualified Donee.
7. The Agent will not change any part of the project without the prior written consent of the Foundation.
8. This Agreement will be governed by the laws of Alberta.

IN WITNESS WHEREOF the parties have executed this Agreement effective the date first above written.

The "Qualified Donee"	**The "Agent"**
Per: _____	Per: _____
Authorized Signatory (Chair/President)	Authorized Signatory (Chair/President)
Per: _____	Per: _____
Authorized Signatory (Senior Staff)	Authorized Signatory (Senior Staff)