



**Written Agreement
Between a Registered Charity and a Non-Profit Organization**

The Kenora and Lake of the Woods Regional Community Foundation, is restricted by the Income Tax Act, to make grants only to organizations that are Registered Charities (RC).

Non-Profit Organizations (NPO) who do not have a charitable registration number, can only apply through a Registered Charity with which they have a formalized partnership (through a written agreement), a history of collaboration, and a similar mission and vision.

Please Note: If there is no written agreement, the Registered Charity may not be able to clearly establish that a project is charitable and that it is carrying on activities in keeping with its mandate. This could jeopardize the charity's registered status under the Income Tax Act.

The Registered Charity must submit the application on behalf of the Non-Profit Organization. Applications submitted on behalf of a Non-Profit Organization require confirmation that a written agreement is in place. **The project grant, if approved, will be made out to the Registered Charity for disbursement to the Non-Profit Organization.**

Please submit confirmation of written agreement by completing the form below.

In compliance with the recommendations of the Income Tax Act, this is to confirm that:

Name of Registered Charity: _____

Address: _____

Has entered into a formal agreement with:

Name of Non-Profit Organization: _____

Address: _____

To Take on the Project: _____

As part of its own activities and in keeping with its mandate.

Authorized Representative of Registered Charity: _____

Registered Charity and Number: _____

Date: _____