Page 1 of 2

**AGENCY AGREEMENT**

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2019.

**BETWEEN**

Name of Qualified Donee

Address

Email

Phone

(the “Qualified Donee”)

**AND**

Name of Registered BC Non-Profit Society

Address

Email

Phone

(the “Society”)

**Hereinafter referred to as the “Parties”.**

**Whereas** the Parties intend to collaborate on an initiative to benefit the community;

**Whereas** the Parties wish to establish their respective roles in this initiative;

**Therefore the mutual understanding of the Parties is as follows:**

1. That the Society manages and oversees the development and completion of this initiative, by performing the following duties:
2. The Society will act as agent for the Qualified Donee for the purpose of establishing, maintaining, and completing this initiative.
3. The Society will use the funds that it receives from the Qualified Donee only for the purposes outlined in the Society’s application for funding to the Community Foundation of the Kootenay Rockies.
4. The Society will report on the project as required by the Community Foundation of the Kootenay Rockies.
5. The Qualified Donee agrees to:
6. Provide the total sum received from the Community Foundation of the Kootenay Rockies for this initiative to the Society.

Page 2 of 2

1. The Parties agree that:
2. This initiative is ongoing.
3. If the Society fails to comply with any of the terms of this Agreement, or, if the Society fails to comply with any of the terms of the Community Foundation of the Kootenay Rockies, then the Society will return all funds associated with this Agreement to the Qualified Donee for reimbursement to the Community Foundation of the Kootenay Rockies.
4. The Society will not assign the rights or obligations under this Agreement without prior written consent of the Qualified Donee.
5. This Agreement will be governed by the laws of the Province of British Columbia.

On behalf of the Qualified Donee, Insert Name of the Qualified Donee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

On behalf of the Society, Insert Name of the Registered BC Non-Profit Society:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

*The qualified donee will retain the original signed agreement and will provide one copy to each of the registered BC non-profit society and the Community Foundation of the Kootenay Rockies.*