

Parks Foundation Calgary - Project Gift Administration Grant Agreement

For valuable consideration the receipt of which is hereby acknowledged the parties agree as follows:

The Parks Foundation Calgary (PFC) hereby grants Project Gift Administration to _____, (the Grantee) which the Grantee hereby accepts on the following terms and conditions:

1. The **Grantee** shall use the funds granted solely towards free administration services for the “_____” project, which equates to 2% of the funds raised for the project, for a maximum of \$20,000.
2. The **Grantee** agrees to provide appropriate recognition for the PFC grant, using the PFC Logo on all appropriate print and electronic materials and, as well, in media interviews and articles. Where suitable the Foundation will be recognized on commemorative signage. Logos are available either hard copy or electronic format. The grantee agrees to contact the PFC’s Grant Manager to discuss such recognition.
3. The **Grantee** agrees to provide the Foundation with a written report of the project results and an accounting of how the funds granted were expended 30 days after completion of the project. Authorization must be provided to **PFC** to audit all books, accounts and records it deems necessary to ensure funds have been properly expended. Any funds not expended two years after the project is completed revert to **PFC** to be allocated at the discretion of the **PFC** Board. Extensions and/or transfers can be negotiated.
4. The attached letter dated _____ forms part of this agreement.
5. Counterpart signature and delivery by facsimile is acceptable.

The Grantee agrees to the conditions set out herein. Dated _____

The Parks Foundation Calgary

Name: _____

Signature _____

Grantee _____

Name: _____

Signature: _____