

## Supplement to the Project Gift Administration Agreement

The following supplement the terms stipulated in the Project Administration Agreement between Parks Foundation Calgary and the Organization.

- Where applicable, the Organization will submit a picture of the project before and after completion. If the Organization has a website for the project, a link in PFC's website to the Organization's website can be arranged.
- The construction of the project must commence only after full funding is in place for the project or for each phase, if the project is divided into phases.
- Each project approved by PFC Board will be allocated a separate project number for accounting purposes upon submission of the signed agreements and the \$2,500 initial deposit.
- Tax receipts will be mailed approximately ten days after remittances are processed to allow for transactions to clear the bank.
- PFC will disburse the funds by paying invoices authorized and submitted by the Organization as construction proceeds or lump sum payments at intervals as paperwork is provided by the Organization in form, substance, and authorship acceptable to PFC.
- The Organization's Coordinators are responsible for following PFC's Privacy Policy.
- The Organization will recognize PFC in its website, newsletter, or advertising materials, for PFC's contribution as project gift administrator and for any other capacity in securing grants or donations.
- The Organization's GST entitlement will be stipulated in the Project Gift Administration Agreement.
- PFC is audited annually - all Project Gift Funds come under the umbrella of PFC Audit by BDO Canada LLP.