

Growing Project Fundraiser Agreement

Thanks for supporting Canadian Foodgrains Bank as a growing project fundraiser! Growing project fundraisers make a vital contribution to our mission of ending hunger.

This form serves as an agreement between your growing project and Canadian Foodgrains Bank that authorizes your growing project to seek donations on our behalf and use the Foodgrains Bank name and logo. This agreement will also allow us to issue charitable tax receipts for donors to your project if required.

After filling out the information below, please read the terms and conditions beginning on page two, then sign and return to the Foodgrains Bank.

Name of Growing Project: _____ GP ID _____

City/Town/Community: _____ Province: _____

Main contact person: (this person will receive all correspondence including reporting forms)

Name: _____

Mailing Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

Email Address: _____

Treasurer:

Name: _____

Mailing Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

Email Address: _____

OVER

Terms and Conditions

Canada Revenue Agency has requirements that must be met in order for a charity to issue charitable receipts for donations to third-party fundraisers, such as growing projects.

For Canadian Foodgrains Bank to issue charitable donation receipts to donors to your growing project the following terms and conditions related to receipting donations and financial transparency and accountability must be met.

Receipting of Donations

Canadian Foodgrains Bank must receive sufficient funds (or postmarked) by December 31 annually, to cover donations to the growing project requiring tax receipts in that year. Any donation proceeds received by the Foodgrains Bank after December 31 will be issued a charitable tax receipt for the new year, even if the donation was made to the growing project before December 31.

Along with the funds, a list of donors to be receipted is needed by Foodgrains Bank. Foodgrains Bank issues receipts for eligible donations of \$10 or more. Please refer to the Reporting Form Guide for instructions on the information required for the Foodgrains Bank to issue a charitable donation tax receipt. The Reporting Form and Guide will be sent to each registered growing project in September of each year.

Financial Transparency and Accountability

All growing projects requesting charitable tax receipts to be issued by Foodgrains Bank are required to provide financial reporting on their fundraising activity if we are to meet Canada Revenue Agency requirements. A financial reporting form and reporting form guide will be mailed to the main contact of the growing project in September. We ask that the reporting form be completed and returned to the Foodgrains Bank by Nov. 30 to allow time to process tax receipts for donors.

If the growing project submits their financial report before year-end and receives donations after it has submitted that report, the project should send a cheque for the additional amount of donations to be receipted and a supplementary report listing the donors that require a receipt. These funds must be sent by Dec. 31 if a tax receipt is to be issued for the same year.

Projects are required to retain records of their financial activity for a minimum of seven years, and to make them available for inspection by the Foodgrains Bank upon request. Records would include all bank deposits made (copies of cheques), payments made (invoices), bank records and all other financial transactions related to the project.

Insurance

We encourage growing projects to take out appropriate insurance for their crops so that there are sufficient funds to cover all the donations made should there be a crop failure.

Designation and Use of Donated Funds

All funds raised by the growing project are to be donated exclusively to Canadian Foodgrains Bank, unless a special agreement with the Foodgrains Bank has been reached. Funds will be directed to the member accounts or the general account as designated by the project.

Project Ending

When a project decides to wind down or cease supporting Foodgrains Bank, all proceeds on hand raised to support Canadian Foodgrains Bank must be remitted to the Foodgrains Bank within 18 months of final activity. Final accounting for the project will accompany the remittance. If a project continues and raises funds for another purpose, it will make clear in all communications with the public that it is no longer associated with the Foodgrains Bank.

Use of Foodgrains Bank Name, Logo and Images

On signing this agreement, growing projects can use the Foodgrains Bank name and logo for promotional and fundraising purposes and for the solicitation of inputs. All images used in promotional materials for the Foodgrains Bank must be respectful and portray people in the developing world in ways that affirms their dignity and self-worth. The Foodgrains Bank reserves the right to request changes to promotional materials that use its name.

Financial Liability

Canadian Foodgrains Bank assumes no financial liability for the growing project. Organizers are expected to cover all costs related to the growing project from donations and sale of crops.

Member Designation

Project proceeds can be designated to one or more of the Foodgrains Bank's church member accounts or to the general account. You may split the proceeds any way you wish. Please indicate with an 'X' or '%' which account or accounts you would like your project's proceeds to be designated to.

- Adventist Development and Relief Agency Canada
- Canadian Baptist Ministries
- Development & Peace - Caritas Canada
- Canadian Lutheran World Relief
- Christian and Missionary Alliance in Canada
- ERDO-Emergency Relief & Development Overseas (Pentecostal Assemblies of Canada)
- Evangelical Missionary Church of Canada
- Mennonite Central Committee Canada
- Nazarene Compassionate Ministries Canada
- Presbyterian World Service & Development
- Primate's World Relief & Development Fund (Anglican Church of Canada)
- Tearfund Canada (formerly World Relief Canada)
- The Salvation Army
- The United Church of Canada
- World Renew (Christian Reformed Church)
- General Account

You can always change this designation when you send in your proceeds.

OVER

For the growing project:

We have read and accept these terms and conditions.

Signed _____ Name (Print) _____

Date _____ Position Held _____

For Canadian Foodgrains Bank:

We approve _____ as a fundraising growing project for Canadian Foodgrains Bank.

Signed _____ Name (Print) _____

Date _____ Position Held _____

If you have questions, please contact Stephanie Ball at sball@foodgrainsbank.ca or call 204-926-4227 or 1-800-665-0377 ext 227.

Submission Instructions: This form may be submitted by fax (204-943-2597), regular mail (see below for mailing address), or email (sball@foodgrainsbank.ca).

Please mail the printed form to:

**Canadian Foodgrains Bank
Attn: Stephanie Ball
Box 767
Winnipeg, MB R3C 2L4**