



## Guidelines for Partnering with a Registered Charity

Under the Income Tax Act the Bulkley Valley Community Foundation can only make grants to registered charities. In order to apply for funding, if your organization is not a registered charity, you must obtain support for your project from a registered charity. The relationship between the registered charity and your organization needs to be an appropriate affiliation (for example, a registered charity that plants trees should not align itself with an organization that provides services for affordable housing).

The support should be in the form of a written agreement between the partnering boards of directors. The agreement should include a description of the project and specify that

- The registered charity will receive the grant funds for the project from the BVCF, and distribute the funds to your organization when the project is completed.
- The registered charity will be responsible to the BVCF to see that the project is completed by the non-profit organization as described in the grant application.

An agreement template, the Registered Charity and Non-charity Partnership Agreement is provided by the BVCF and can be found at

<https://bvcf.ca/wp-content/uploads/2022/09/2023-Partnership-Agreement.pdf>

Notes:

- Your organization will provide reports to the registered charity partner if required.
- Your organization will report to the registered charity to ensure that the charity can show it controls the use of funds.
- Your registered charitable partner must issue a receipt for the grant, which bears its Federal charitable number.

Information on establishing and running a charity in Canada can be found at

<https://www.canada.ca/en/services/taxes/charities.html>