



# Oliver Community Arts Council



P.O. Box 1711, Oliver, BC V0H 1T0

OliverCAC@gmail.com

www.OliverArtsCouncil.org

## CONTRACTED SERVICES AGREEMENT INTRODUCTION

The Oliver Community Arts Council (OCAC) became a Registered Charitable Society in September 2006. Therefore it is bound by Canada Revenue Agency requirements concerning the transfer of money to other organizations. Under the Income Tax Act, a registered charity can carry on its charitable activities in only two ways. It can make gifts to other organizations that are “qualified donees” (i.e. another registered charity), or it can carry on its own charitable activities through *intermediaries* (e.g. agent, contractor, employees).

The registered charity (OCAC) must put in place a formal agreement with the intermediary and must be able to demonstrate that it retains direction and control over the use of its resources. ***By applying for funding, an intermediary enters into a contract with Oliver Community Arts Council.*** The intermediary undertakes to provide “contracted services” in the form of an event or project which ***supports the purposes of the OCAC.***

An intermediary must complete Part 1 of the attached form and submit it to the OCAC ***no later than June 1.*** Funds received must be applied during the ***following September 1 – August 31.***

The intermediary will be notified of the Board's resolution in the third or fourth week of June.

A second form (“Contracted Services Agreement, Part 2”) must be completed to confirm that the event took place and to verify that the funds were used in accordance with the OCAC purposes. Submit this second part of the agreement form to the Treasurer as soon as the event has taken place and when you have a statement of revenue and expenses.

Usually the funds will be paid after the event is completed and Part 2 has been received. The Board may, in cases of need, make up to 50% of the funds available in advance of the event.

All programs or events supported by the OCAC must also bear acknowledgement. This includes advertising by intermediaries who have entered into a contracted services agreement with the OCAC. Successful applicants will receive a jpeg of the ***OCAC Quail Logo*** to accompany the acknowledgement: ***“We gratefully acknowledge the support of the Oliver Community Arts Council”***

For further information, please contact the Treasurer, Secretary or your OCAC Board Liaison.

*Amended: 15 March 2011*