OLIVER COMMUNITY
ARTS COUNCIL

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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" (e.g. another registered charity), or it can carry on its own charitable activities through ***intermediaries*** (*e.g.* contract with a group).

The registered charity (OCAC) must put in place a formal agreement for contracted services with the intermediary. Th charity 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.***

**** NEW!! Intake Deadlines:** Applications will be reviewed three times per year. Deadlines in 2022 are: **March 1, June 1** and **October 1**. (In future years the March deadline may be moved back to January.) Complete Part 1 and submit it to the OCAC ***a minimum of 3 months before your event date.*** We cannot guarantee approval of late applications. A proposed ***budget*** must accompany the application. The budget includes both ***revenue and expenses***, with a projected ***net profit or loss***. You will be notified of the Board's resolution following its next monthly Board meeting.

A second form ("Contracted Services Agreement, Part 2") must be completed to confirm that the event took place in accordance with the OCAC purposes. Submit Part 2 to the Treasurer as soon as the event has taken place and when you have an income statement. ***If the event is delayed***, you must let us now. Funds may be applied up to a year after the application is received.

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

All programs or events supported by the OCAC must bear an acknowledgement. This includes any advertising and print materials. In the absence of these, a verbal statement should be given. Successful applicants will receive the ***OCAC Quail Logo*** to accompany the acknowledgement: ***"We gratefully acknowledge the financial support of the Oliver Community Arts Council."***

For further information, please contact the OCAC Board at olivercac@gmail.com.

Amended: 26 January 2022