



P.O. BOX 1711 OLIVER, BC V0H 1T0
OliverCAC@gmail.com
OliverArtsCouncil.org

OLIVER COMMUNITY ARTS COUNCIL

CONTRACTED SERVICES AGREEMENT: INTRODUCTION

The Oliver Community Arts Council (OCAC) is a Registered Charity. It is bound by CRA requirements concerning the transfer of money to other organizations. Under the Income Tax Act, a registered charity can promote others' activities in only two ways. It can make gifts to other organizations that are "qualified donees" (e.g. another registered charity), or it can foster charitable activities by contracting services with non-profit groups for events. In both cases, those activities must be in accordance with the charity's own constitutional mandate.

The registered charity (OCAC) must put in place a formal agreement for contracted services with the "non-qualified donee". The charity must be able to: 1. Assess the event as low risk AND 2. Perform due diligence to ensure the applicant is able to fulfill the contract. Examples include: knowledge of the group requesting funds, financial reporting.

By applying for funding, a recipient enters into a contract with Oliver Community Arts Council. The recipient undertakes to provide "contracted services" in the form of an event or project which ***supports the purposes of the OCAC***. Preference is given to events that ***benefit the "Oliver Community"*** as defined geographically.

Intake Deadlines: Applications will be reviewed three times per year: **January 1, June 1 and October 1**. January 1 is the intake for events occurring in late spring to summer. The June 1 intake is intended for events occurring in the fall to early winter. Use the October 1 intake for events between late winter to early spring. However, applications can be submitted further in advance, up to a year before the event. Funds may be applied **up to a year** after the application is received. For example, an application received on June 1 of one year, could be for an event occurring by May 31 of the following year.

Complete Part 1 and submit it to the OCAC ***a minimum of 3 months before your event date***. This allows us time to review and notify you of the results; and you time to add us to your publicity. We cannot guarantee approval of late applications or applications less than three months from the event date. A ***budget*** must accompany the application. A budget includes both ***revenue and expenses***, with a projected ***net profit or loss***.

If you are seeking **funding from multiple sources**, you must disclose this on your application. List within your budget's revenue the funding you anticipate receiving from other sources. Declare if these are discrete (separate) amounts or if you are applying for the same amount to multiple sources. Include a statement of how you intend to determine which source of funding you will use if you receive multiple funding responses. E.g. "We will only accept monies from the first funding response." Recipients cannot bank funds from a charity; they must be used for the vent. Non-disclosure may result in this contract being revoked.

If you are a new member group, or a new applicant, we recommend providing some background information about your group. We want to get to know you better, so tell us about yourself! Examples: your group's purposes and mission, programs and other activities, history, how you serve the community, your members, staff, or volunteers, previous experience with the event or activity, and capacity to carry on the grant activity. This only needs to be a couple of paragraphs.

Usually, funds are supplied as a reimbursement 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 requested funds in advance of the event. If required, please explain your financial circumstances and make that request on your application.

You will be notified of the Board's resolution following its next monthly Board meeting.

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 at the event. Successful applicants will receive the **OCAC Quail Logo** to accompany the acknowledgement: ***"We gratefully acknowledge the financial support of the Oliver Community Arts Council."***

"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 (or profit and loss) statement. ***If the event is delayed***, you must let us know. Funds may be applied up to a year after the application is received.

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

Amended: 18 January 2023