



# Community Services Recovery Fund Application Form

## Important

We appreciate your interest in the Community Services Recovery Fund (CSRF).

Prior to completing this application, we encourage you to visit the [Community Services Recovery Fund](#) website. The website includes a brief Where to Apply questionnaire that will direct you to the correct National Funder.

Please read the Applicant Guide to ensure you understand the CSRF application form questions and process.

Note that if you are completing this application form, you are applying to the **Investing in Systems and Processes project focus area within the Local Stream** through your local community foundation or Community Foundations of Canada.

All fields *not* marked "(optional)" are required.

Some numbered questions may be hidden if they are not applicable.

## Section 1: Consent

### Consent

I have all the necessary authorities, permissions and approvals to bind my organization and submit this Application.

I agree that I have not received other funding from any other third party related to the information and activities particularized in this Application. I shall notify the Funder and withdraw my Application if I receive other funding related to these activities.

I understand that I can only submit one application to the COMMUNITY SERVICES RECOVERY FUND (“Program”) to the Funder or to another National Funder.

I understand that additional documentation may be required in support of this Application and that additional documentation can be requested and reviewed to confirm the accuracy of the information provided.

I have read the Applicant Guide provided by the Funder in relation to the Program and acknowledge and consent to having the information provided used to determine this Application’s eligibility for funding.

I understand that by certifying this Application, I attest that all information is true, accurate and complete.

I understand that any false statements or deliberate omissions may disqualify this Application.

I have read and understand the Funding Agreement provided by the Funder at the point of application. I understand that by submitting this Application, I am agreeing to be bound by and to comply with the Funding Agreement and all Schedules thereto.

I understand that there may be other requirements that my organization will be expected to comply with if my Application is approved.

Please indicate your acceptance of these terms by signing below.

I agree to the consent terms listed above.

Note that if you are a Quebec-based applicant you may be subject to M30.

## Section 2: Organizational Information

### General information

1. How did you hear about the program? (check all that apply, you must check at least one)

CSRF program website

Government of Canada

Canadian Red Cross website

Community Foundations of Canada website

United Way Centraide Canada website

News media

Social media

Word of mouth/networks

Other

2. Provide the contact details for the primary contact, in case we have questions about your application.

First Name

Last Name

Role/Title

Phone Number 555-555-5555

Extension (optional)

Email (yourname@domain.com)

3. In which language does your organization prefer to receive communications?

English

French

4. Legal Name of Organization

5. Common Name of Organization

6. Is this project a collaboration?

Yes

No

7. Address of Organization

Address – Number, street, post office box

Unit (optional)

City/Municipality

Province/Territory

Postal Code (A9A 9A9)

8. Website and Social Media of Organization (at least one is required)

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

LinkedIn: \_\_\_\_\_

Other: \_\_\_\_\_

9. Mission/Mandate of Organization. Maximum of 1,500 characters

10. Organization Type

- Registered charity
- Other qualified donee
- Incorporated non-profit
- Unincorporated non-profit
- Indigenous Governing Body

12. Is your organization registered federally or provincially/territorially?

- Federally
- Provincially/territorially
- None of the above

13. Enter the registration, incorporation, band number, or society number of the organization

14. Sub-sector: Select one of the options from the International Classification of Non-profits that best describes your organization's sub-sector.

- Arts and culture
- Development and housing
- Education and research
- Environment
- Health
- Law, advocacy and politics
- Philanthropic intermediaries and voluntarism promotion
- Social services
- Sports and recreation
- Faith-based
- None of the above

Review the [2030 Agenda for Sustainable Development](#)

15. Sustainable Development Goal (SDG) alignment. Select the SDG that best aligns with the mission/mandate of your organization.

16. How many volunteers, including board members, does your organization currently have? (enter 0 if none) \_\_\_\_\_

17. How many full-time staff does your organization currently have? (enter 0 if none) \_\_\_\_\_

18. How many part-time staff does your organization currently have? (enter 0 if none) \_\_\_\_\_

### Impact of COVID-19

19. Describe how your organization, staff, and volunteers and/or programs/services have been impacted by the COVID-19 pandemic. Maximum of 900 characters

20. What population is served by your organization? Choose one primary population, one secondary population, and all others that apply.

20a. What primary population is served by your organization?

20b. What secondary population is served by your organization?

20c. What other population is served by your organization? (check all that apply)

- No other population is served by our organization
- 2SLGBTQIA+
- Black Canadians
- Children (0-15)
- First generation immigrants, refugees or newcomers
- General population
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Lone parent families
- Official language minority communities
- Other racialized communities
- People experiencing homelessness or housing insecurities
- People from Northern Canadian communities
- People living on low income
- People living with cognitive or mental health related issues
- People living with physical, sensory or pain related disabilities

- People of advanced age (65+)
- People suffering from terminal or chronic illness/diseases
- People without a bachelor's degree or an advanced educational qualification
- Persons living with disabilities
- Survivors of domestic violence, sexual assault, abuse, or stalking
- Veterans
- Women
- Youth (15-24)

21. Which provinces or territories are served by your organization? (check all that apply)

- All of Canada
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

22. Which locations does your organization primarily serve? (check all that apply, at least one required)

- Indigenous communities and lands  
Northern Canada (People living in one of the three territories or in areas above the: 50<sup>th</sup> parallel in Newfoundland and Labrador, the 54<sup>th</sup> parallel in Quebec or Ontario, the 53<sup>rd</sup> parallel in Manitoba, or the 54<sup>th</sup> parallel in Saskatchewan, Alberta, or British Columbia)
- Large urban centres (population 100,000 and over)
- Medium urban centres (population of between 30,000 and 99,999)
- Small urban centres (population of between 1,000 and 29,999)
- Rural communities (population less than 1,000)

23. What is the annual revenue of your organization?

- \$49,999 and under
- \$50,000 to \$149,999
- \$150,000 to \$499,999
- \$500,000 to \$1,499,999
- \$1,500,000 to \$4,999,999
- \$5,000,000 or more

**Governance**

24. Is your organization in good standing with the Canada Revenue Agency, your provincial registry, or the applicable regulatory body?

- Yes
- No

25. Please provide a list of the individuals on your board of directors or management committee, etc. (must be a minimum of 3 people)

Individual 1 \_\_\_\_\_

Individual 2 \_\_\_\_\_

Individual 3 \_\_\_\_\_

26. Does your organization have practices and procedures in place for internal controls and accountability?

- Yes
- No

27. Does your organization have a bank account in the name of the organization and a financial management system to track the income and expense transactions of the organization effectively?

- Yes
- No

28. Date of Operation. On what date did your organization first begin operating? YYYY-MM-DD

**Leadership and Diversity, Equity, and Inclusion**

“Nothing about us without us”. This principle recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to the success of the program. When the principle is used, the organization’s work is guided by the needs and aspirations of the people being served. Those people served are provided meaningful opportunities for participation in project planning, leadership, evaluation, and promotion.

29. Describe how your organization actively brings an equity lens to its work using the principle of "nothing about us without us". Minimum of 300 characters. Maximum of 1,500 characters

The applicant organization may consider itself to be an organization led by one or more equity-deserving group(s) if members of these groups influence the organization's mission, strategic direction, investment decisions, key activities, and project decisions. Typically, this would include influential positions on the board of directors or senior management.

30. Does your organization consider itself to be led by one or more of the following equity-deserving group(s)? (check all that apply)

- Our organizational leadership does not include members of equity-deserving community
- Do not wish to respond
- Do not collect this information
- 2SLGBTQIA+
- Black Canadians
- First generation immigrants, refugees or newcomers
- Indigenous Peoples: First Nations
- Indigenous Peoples: Inuit
- Indigenous Peoples: Métis
- Official language minority communities
- Other racialized communities
- People from Northern Canadian communities
- People of advanced age (65+)
- Persons living with disabilities
- Women
- Youth (15-24)

### Section 3: Project Information

#### Project Details

31. Project Title and Dates. Share the title of your project. Maximum of 60 characters

Start date:

End date:



32. Describe your project in two sentences. The first sentence should describe what the project will do. The second sentence should describe how the project will support your organization to modernize and/or adapt. Maximum of 350 characters.

33. Project Focus. Which of the following is the primary focus of your project?

- Focus Area A: Investing in people
- Focus Area B: Investing in systems and processes
- Focus Area C: Investing in program and service innovation and redesign

34. Project Type: Indicate your primary project type.

- Adapting or pivoting existing programs/services
- Creating new programs/services
- Investment in equipment, IT/digital infrastructure, and physical space
- Digital transformation and data capacity
- Restructuring the organization/governance
- Developing/redesigning organizational strategies
- Developing/redesigning organizational policies
- Developing partnerships or mergers
- Training or support for personnel (staff/volunteers)
- Personnel (staff/volunteers) growth, engagement, and retention
- Diversity, equity, inclusion, and reconciliation related work
- Other

**Project Plan and Desired Results**

35. Project Plan. Describe your project’s timeline and activities. Use the template below and provide as much detail as possible. Attach your Project Plan to your Application Form.

Timelines (Example: Month 1 to 2)	Activities (Example: Conduct technology audit)

36. Project Deliverables: List deliverables, such as new tools, strategies, approaches, and others, that will be developed as a result of the project. Maximum of 600 characters

37. Project Results: Describe the expected project results and how they will support your organization to modernize and/or adapt. Maximum of 600 characters

38. Mission/Mandate: Describe how this project will help your organization better deliver on its mission/mandate. Maximum of 600 characters

39. Project oversight. Who will be the main individuals (by role/function) involved in overseeing the project?

Name	Role	Project responsibilities

#### Section 4: Project Budget and Financial Information

##### Project Budget

40. Project Budget. Detail your project’s overall budget in the table provided.

Category	Description	Amount
Personnel – Wages & Employment Related Costs		
Contractors – Fees for Professional Services		
Materials & Supplies		
Project Equipment		
Travel Expenses		
Training & Events		
Administration		
<b>Total Amount Requested (calculated)</b>		

41a. Other Funding: Do you have other funding sources for this project? CSOs are eligible to have co-funding but it cannot be duplicative funding for the same project expenses and activities listed in this application.

- Yes
- No

42. Can your project be completed if not funded to the full amount? Select 'yes' if your project can continue if you are not approved to the full amount requested.

Yes

No

### Tier 2 Funding Requests

See the Applicant Guide for specific criteria and details related to Tier 2 funding requests.

43. Are you requesting between \$100,001 - \$200,000 in the Local Stream and does your organization meet the specific criteria?

Yes

No

### Financial Information

47. Financial Documents. Attach the following documents to the same email as the application form submission as per the tables below.

Required Documents for Registered Charities and Other Qualified Donees:

- Last annual report, donor report, annual general meeting report, or report to stakeholders on activities (such as a newsletter)
- Most recent financial statement

Required Documents for Registered Non-Profits and Other Non-Qualified Donees:

- Governance documents, preferably including your local or federal registration number, such as:
  - Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
  - Provincial Registry document
  - Trust Deed, if a trust
- Most recent tax filings (2020 or 2021)
  - T2 return or T2 Short Form (if incorporated)
  - Non-profit organization information return (Form T1044)
- Most recent financial statements
- Last annual report, donor report, annual general meeting report or reporting to stakeholders on activities (such as a newsletter)

Ensure your statements are complete, meaning that they are:

- Signed and dated by the accountant and accounting firm or approved by your Board of Directors or management committee. We cannot accept draft statements.
- Submitted on the accountant's or accounting firm's letterhead for all externally prepared statements.
- Consolidated for organizations with branches, chapters, subsidiary organizations, or any controlled entities.

## Section 5: Terms and Conditions (Schedule “B”)

By signing the Agreement, the Grantee hereby agrees to the following terms and conditions:

**1. Definitions.** Capitalized terms not defined in the Agreement have the definitions set out in the Community Services Recovery Fund Applicant Guide (the “Applicant Guide”).

**2. Entire Agreement.** These Terms and Conditions, the Applicant Guide and the Funding Agreement, in their entirety are accepted by both parties as the entire agreement entered into between them. In the event of a conflict or inconsistency between these documents, the order of precedence shall be the following: (a) the Application and these Terms and Conditions; and (b) The Applicant Guide.

**3. Payment.** Any payments by the Funder to the Fund Recipient can only be used by the Fund Recipient for Project expenses incurred within the Eligible Costing Dates, and cannot be used for any ineligible activities as set out in the Applicant Guide. Payment of any funding under this Agreement is subject to the availability of funds and may be cancelled or reduced in the event that the Government of Canada cancels or reduces its funding to the Funder. The Funder may advance funds to the Fund Recipient prior to the commencement of the Project. This amount will be considered an advance against fees and expenses incurred by the Fund Recipient and will be accounted for in any reporting by the Fund Recipient on the Project.

**4. Repayment.** The Fund Recipient shall repay to the Funder the amount of any funds provided to which it is not entitled, including the amounts of any payments: (i) made in error; (ii) made for costs in excess of the amount actually and properly incurred for those costs; and (iii) that were used for costs that were not eligible under this Agreement (including the Program Guidelines). Such amounts shall be promptly repaid to the Funder, upon receipt of notice to do so and within the period specified in the notice, together with interest.

**5. Assets and Inventory.** For the purpose of this section, “**Capital Asset**” shall mean any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not consumed by the end of the Project. In the event that the Funder provides a Capital Asset to the Fund Recipient, or the Fund Recipient uses Project funds to purchase Capital Asset that has a purchase or lease value of more than \$5,000 (before taxes), such Capital Asset shall be owned by the Funder and the Funder shall retain all rights with respect to the Capital Asset. On the completion or termination of this Agreement for any reason, unless otherwise agreed to in writing, such Capital Asset (or the then fair market value of same) shall be returned to the Funder or otherwise disposed of as directed by the Funder. The Fund Recipient confirms and agrees that all Capital Assets and inventory purchased will be used for exclusively charitable purposes and not for private benefit. This shall be supported by Capital Asset and inventory listings available upon request. Any Capital Asset purchased by the Fund Recipient under this Agreement shall be used only for the purposes of the Project. Such assets shall not, except with the prior written consent of Funder, and in accordance with any terms and conditions imposed by Funder, (a) be used for any purpose not directly related to the Project, (b) be sold, exchanged, transferred, or disposed of, or (c) pledged, mortgaged, or otherwise encumbered. Upon the expiration or termination of this Agreement, the Fund Recipient shall provide an inventory of any assets to Funder and comply with any direction by Funder including the sale, transfer, or disposal of the assets.

**6. Progress Reports and Payments.** Payment and reporting expectations are set out in the Agreement. Installment payments contemplated in the Agreement will be based on (a) the Funder’s approval of the interim report completed by the Fund Recipient, and (b) confirmation by the Fund Recipient that any resources or funds previously provided by the Funder have been applied to the Project appropriately. If the Fund Recipient is not abiding by the terms of this Agreement, then the Funder, in its sole discretion, may reduce installment payment amounts, or withdraw or withhold funds or other resources. The Fund Recipient shall immediately notify the Funder regarding any changes to its eligibility for funding from the Funder as set out in the Applicant Guide.

**7. Relationship.** Nothing in this Agreement shall constitute or be construed to create a partnership, agency, joint venture, or an employment relationship as between the parties and neither party shall hold itself out as partner, agent, joint

venturer, or employee of the other or any other type of relationship that renders one party liable for the debts or obligations of the other party except as specifically provided for in this Agreement. Nothing in this Agreement creates any undertaking, commitment, or obligation by the Funder respecting additional or future funding of the Project beyond the Term, or that exceeds the maximum contribution specified in this Agreement. In addition, nothing in this Agreement creates nor is to be interpreted, construed, or held out as creating any role, responsibility, obligation, or interest for or in the Government of Canada.

**8. Insurance.** Without in any way limiting the liability of the Fund Recipient under this Agreement it shall be the sole responsibility of the Fund Recipient to maintain and keep in force and effect during the term of this Agreement sufficient insurance against liability resulting from anything done or omitted by the Fund Recipient in carrying out the activities under this Agreement, for such coverage limits as a reasonably prudent Party carrying out the same or similar activities might obtain.

**9. Confidentiality.** Each Party acknowledges that, during the term of this Agreement, it may be required from time to time to disclose to the other Party certain confidential and proprietary materials, information and data relating to that Party's activities (all of which is referred to as "**Confidential Information**"). Each Party acknowledges that the other's Confidential Information, other than that which is publicly known, is confidential and proprietary information. The Parties shall not, during the term of this Agreement or thereafter, use, disclose, divulge, or make available each other's Confidential Information to any third party either directly or indirectly in any manner whatsoever without the prior written consent of the other Party, except that the Funder may share information with the National Funders, the Government of Canada, and the Government of Quebec, as required. The Fund Recipient acknowledges that the Government of Canada is subject to the Access to Information Act, RSC 1985, Chapter A-1, and information obtained by the Government of Canada pertaining to this Agreement may be disclosed by the Government of Canada to the public upon request under the Access to Information Act.

**10. Termination.** The Funder shall have the right to terminate this Agreement at any time and for any reason on ten (10) days' written notice to the Fund Recipient. In the event of improper use of the funds by the Fund Recipient under, or a material breach by the Fund Recipient of, any term of this Agreement, as determined by the Funder, the Funder may terminate this Agreement effective immediately upon delivery of written notice of termination to the Fund Recipient. In the event of termination, the Fund Recipient will forthwith refund to the Funder any monies advanced by the Funder and not expended in accordance with the terms of this Agreement and the Funder will have no further obligations under the Agreement.

**11. Books and Records and Reporting.** Each party shall maintain full and complete books and records of the Project. The Funder, Community Foundations of Canada ("CFC"), the Government of Canada, and/or Auditor General of Canada reserves the right to audit the Fund Recipient and the Fund Recipient shall provide reasonable access to its books and records for this purpose for a period of six (6) years following completion of the Project. The Fund Recipient shall provide full and complete reports, including invoices, receipts, vouchers, payment records, results achieved or any discrepancies thereof, on the Project to the Funder, CFC, the Government of Canada, and/or the Auditor General of Canada in the form required by the Funder, CFC, the Government of Canada, and/or the Auditor General of Canada. In addition to the foregoing, the Fund Recipient will cooperate with any inquiry into the use of the funds by the Funder, CFC, the Government of Canada and/or the Auditor General of Canada and their agents or representatives and grant access to its documents, records, and premises as required for such inquiry. The Fund Recipient understands that any concerns may be discussed by the Government of Canada and/or Auditor General of Canada with CFC, the Funder and/or the Fund Recipient and that the results may be reported to Parliament.

**12. Segregation of Funds.** The Fund Recipient shall keep all funds received from the Funder segregated and apart from other funds of the Fund Recipient, either in its accounting system or in a separate bank account, so that the funds of the Funder are separately identifiable.

**13. Monitoring and Evaluation.** The Fund Recipient will be responsible for the routine management and monitoring of the Project. The Fund Recipient shall permit the Funder, CFC, or the Government of Canada to enter any premises used

by the Fund Recipient in connection with the Project at reasonable times and upon reasonable notice, in order to observe and evaluate the activities and inspect all records relating to the Project. The Fund Recipient consents to the provision of contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.

**14. Amendment.** This Agreement may be amended upon mutual written agreement of the parties. Notwithstanding the foregoing, the Funder may amend the Agreement by providing ten (10) days' written notice to the Fund Recipient.

**15. Assignment or Subcontracting.** Neither party may assign, pledge, mortgage or otherwise encumber any of its rights under this Agreement without the prior consent of the other.

**16. Contractual Commitments with Third Parties.** The Funder shall not be held liable for any contractual commitments entered into by the Fund Recipient with any third party for the performance of the Project.

**17. Compliance with Laws and Governing Laws.** Each of the parties agree to comply with all laws, ordinances, rules, and regulations of any government or administrative agency, federal, provincial, state, or local that affect the Project. The Fund Recipient shall obtain, prior to the commencement of the Project, all permits, licences, consents, and other authorizations that are necessary for carrying out the Project. The Fund Recipient shall ensure that professionals delivering specialized services as part of or related to the Project have the relevant certifications or checks. This Agreement and the rights and obligations and relations of the parties shall be governed by and construed in accordance with the laws of the Funder and the federal laws of Canada applicable therein.

**18. Dispute Resolution.** In the event a dispute arises out of or in connection with this Agreement, the dispute shall be settled by arbitration before a single arbitrator in Ottawa, Ontario, in accordance with the Arbitration Act, 1991 (Ontario) or as otherwise agreed upon by the parties to the dispute. All proceedings relating to arbitration shall be kept confidential, and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

**19. Indemnity.** The Fund Recipient agrees, both during and following the Term, to defend, indemnify, and hold the Government of Canada, CFC, and the Funder, and their respective directors, officers, members, employees, volunteers, agents and affiliates harmless from and against any direct loss, claim, cause of action, suit, injury, expense, damage or liability, including reasonable legal costs, relating to or as a result of: (a) this Agreement or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder; (b) the negligence or wilful misconduct of the Fund Recipient in connection with or related to the performance of its obligations pursuant to this Agreement; (c) any misrepresentation made by the Fund Recipient in any application to or communication with the Funder or made by the Fund Recipient in furtherance of its performance pursuant to this Agreement; or (d) any breach or default by the Fund Recipient of any of its obligations pursuant to this Agreement.

**20. Government of Canada No Responsibility.** The Fund Recipient agrees nothing in this Agreement shall have the effect of, or be interpreted as creating any responsibility, commitment, obligation, or liability for the Government of Canada. The Fund Recipient acknowledges and agrees that the Government of Canada has disclaimed any and all responsibility, accountability and liability with respect to this Agreement.

**21. Professional Certifications for Fund Recipient and all Subcontractors.** The Fund Recipient shall ensure all personnel undertaking the Project, including, but not limited to, its own personnel and those of subcontractors and third parties have the proper registration with the appropriate professional governing body/accreditation for personnel.

**22. Procurement.** The Fund Recipient must use a competitive process for the procurement of goods, assets and services for the Project that enhances access, transparency, competition and fairness and results in best value. The Fund Recipient shall ensure that a reasonable number of suppliers are given an opportunity to bid and should avoid situations where there may be a bias toward awarding a contract for goods, services, or assets for the Project to a specific person or entity.

**23. Intellectual Property.** Any work, including, without limitation, deliverables, reports, data collected and processed, creative assets, course materials, drafts, apps, software tools or edits to the Funder programs, created by or during the activities using Funds contributed by the Government of Canada and provided by Funder shall be the sole property of Funder. The Fund Recipient shall, execute all documents, do all other acts necessary and generally assist Funder to secure and protect its ownership on, and intellectual property rights in and to such work. Additionally, the Fund Recipient: (i) warrants that the works shall not infringe on the copyrights of others; and (ii) shall include an acknowledgement, in a manner satisfactory to the Government of Canada, on any work which is produced by it with funds contributed by the Government of Canada and provided by Funder under this Agreement, acknowledging that the works were produced with funds contributed by the Government of Canada, and identifying the Fund Recipient as being solely responsible for the content of such work. All materials supplied by Funder to Fund Recipient in connection with this Agreement, including, without limitation, and as may be applicable, all manuals, reports, data, artwork, graphics, logos, video and other products and documents, are and shall remain the sole property of Funder (“Funder Materials”). No rights are transferred to Fund Recipient with respect to the Funder Materials, except to the extent necessary to perform the Project. All materials of Fund Recipient, which may include, without limitation, pre-existing materials, templates, forms, know-how, processes, precedents, software and technologies, created, developed and/or produced outside of the activities and without using the funds contributed by the Government of Canada and provided by Funder, are and shall remain the sole property of Fund Recipient (“Fund Recipient Materials”). No rights are transferred to Funder with respect to the Fund Recipient Materials, except to the extent necessary for the performance of this Agreement.

**24. Publicity, Public Recognition and Media Communication.** The Fund Recipient agrees to abide at all times, by the Funder’s rules for publicity, public recognition and media communication set out in Schedule “C”, which shall survive the termination of this Agreement.

**By signing below, I affirm that I have read, understand, and comply with the Terms and Conditions above.**

I agree to the terms and conditions listed above.

## **Section 6: Promotion and Recognition**

### **Acknowledgement**

The Fund Recipient agrees to acknowledge the funding contribution to the Project by His Majesty the King in Right of Canada, as represented by the Minister of Economic and Social Development Canada (“Canada”) through the display of the Canada wordmark and by indicating in writing that the funding for the Project is provided by Canada in public communications products and activities related to the Project and, as appropriate, where it involves the construction or redevelopment of a physical site to display a project sign identifying the contribution from Canada.

### **Communicating Funding Decisions**

The Fund Recipient agrees to not publicly communicate a funding decision made by the Funder with respect to the Project until the Funder has publicly communicated the decision.

### **Acknowledgement and Communications Guidelines**

The Fund Recipient agrees to comply with the Acknowledgement and Communications Guidelines. This includes appropriate recognition of the Funder and the Government of Canada on social media, media releases, websites and applications, multimedia including video and photographs, speeches and signage. These guidelines are available at: <https://communityservicesrecoveryfund.ca/resources>



## Communications Notice

In line with the Acknowledgement and Communications Guidelines, the Fund Recipient shall notify the Funder fifteen (15) working days in advance of any events and press releases planned.

## Official Languages

The Fund Recipient will consider the needs of the official language minority community in developing its Project and services, acknowledge the Support for the Project in English and French and specifically invite the official language minority community to participate in the development and implementation of the Project, if applicable.

I agree to adhere to the Promotion and Recognition Guidelines including the Branding Toolkit provided.

## Section 7: Certifications & Signature

The information collected by the funder in this Application will be used for the purposes of:

- (a) evaluating your application to the COMMUNITY SERVICES RECOVERY FUND (the "Program");
- (b) assessing and supporting your general expression of need for funding / financial assistance;
- (c) providing and continually improving such services;
- (d) Funder research and advocacy activities; and
- (e) communicating with you.

The information you provide may also be disclosed in full or part to CFC, and to government agencies, including the Government of Canada and the Government of Quebec, service providers or other third parties as required to validate, confirm, approve and administer your application and funding; for statistical, evaluation, monitoring, and research purposes; coordination to avoid duplication; to promote and/or advertise the Program; or as otherwise required by our contract with the Government of Canada, law, or regulation.

You understand and acknowledge that information disclosed to government authorities and other third parties ceases to be under the control of the Funder, and that such information will be handled in accordance with the laws and policies applicable to such third parties and may be used and disclosed by such third parties for their own purposes (which may differ from the purposes described above). You acknowledge that the Funder is not responsible or liable for the acts or omissions of government authorities or other third parties that are not acting as agents or service providers to the Funder.

While the Funder does not collect any personal information as part of this Program, if you do inadvertently disclose personal information in your Application, it will be handled in accordance with the programs privacy and data-sharing policy at <https://communityfoundations.ca/initiatives/community-services-recovery-fund>

The Funder uses the SMaply platform to administer the Program. Please note that information transmitted online is never entirely secure, and we invite you to review Survey Monkey's security policy at <https://www.surveymonkey.com/mp/legal/security/>.

Lastly, the name of your organization, the funding received, and the nature of the activities being funded may be posted on the Funder website. Accordingly, such information will be publicly available.



By completing this application, you are formally declaring that:

All information provided in your application is accurate and truthful, and you are giving your consent to the Funder to collect, use and disclose your information in the manner previously described.

Making any false, inaccurate, or misleading statements could be considered fraud. CFC reserves the right to request further substantiating documentation.

You consent to the sharing of information as set out above and consent to the CFC and Government of Canada contacting your authorized representative(s) for the purposes of conducting an evaluation of the Program.

Please indicate your acceptance of these terms by signing below.

I affirm that I have read, understand, and comply with all certifications listed above.