

*****Please note that this template is intended only as a guide to developing a Trustee Agreement and must be amended to suit your project.*****

TRUSTEE AGREEMENT

Project Name: _____

Effective Date: _____

BETWEEN: [charity full name] (Charitable Registration Number: _____);
hereafter, “[charity short name]”

[brief description of charity:] _____

AND

[applicant organization] (corporation/registration number: _____); hereafter,
“The Non-Profit Organization”

[brief description of the Non-Profit Organization]: _____

Project Description

Terms of the Trustee Agreement

[charity short name] agrees to receive funds from the Toronto Parks and Trees Foundation to be directed solely to the [applicant organization].

[charity short name] is responsible and accountable to the Toronto Parks and Trees Foundation for the performance of the Non-Profit Organization in the completion of the project.

[letterhead]

[charity short name] is responsible for distribution of funds to the Non-Profit Organization as work progresses on the project.

[Please describe here how the funds will be disbursed to the non-profit organization. This may include a schedule of payments or an arrangement where the trustee may be handling certain expenses on behalf of the Non-Profit Organization. *For example: These funds will be paid directly to the Non-Profit Organization or to vendors approved by the Non-Profit Organization upon submission of an invoice. Invoices to the Non-Profit Organization will be paid within _x_ days. Vendor invoices will be paid according to the terms of the vendor.*]

[Provide a description here of how the trustee will handle its administration fees for the project. *For example: Administration fees commensurate with the number of transactions conducted by [charity short name] on behalf of the Non-Profit Organization will be applied to the project at the rate of \$ [xx]/hr. and will be paid [insert frequency]. Reporting and auditing services provided by [charity short name] will also be subject to administration fees at a rate of \$[xx]/hour.*]

[charity short name] and the Non-Profit Organization have signed this agreement on the date below and agree that [charity short name] appoints Non-Profit Organization to carry on charitable activities to further the purpose of the {charity short name} and on behalf of [charity short name], namely to [insert brief description of charity's mandate].

On behalf of [insert charity full name]:

Charity Address: _____

Signing Authority Name: _____

Title: _____

Phone number: _____

Email: _____

Signature:

_____ Date: _____

On behalf of [insert full applicant organization name]:

Address: _____

[letterhead]

Signing Authority Name: _____

Title: _____

Phone number: _____

Email: _____

Signature:

_____ Date: _____