



The Counselling Foundation of Canada

GRANT LETTER OF AGREEMENT

Grant Description

Name of Organization	
Registered Charitable Organization Number	
Mailing Address	
Telephone Number	
Name, Title, and Email of Person Responsible for Overseeing this Project	

Project Title	
Project Duration	
Project Dates	

Grant Approval Date	
Grant Amount	

Disbursement Schedule and Amount per Payment

	PAYMENT DATE	PAYMENT AMOUNT
YEAR 1		
YEAR 2 (if applicable)		
YEAR 3 (if applicable)		

*Cheques are normally issued the last week of the month scheduled. Please ensure that a receipt for payment indicating your Registered Charitable Organization Number is sent to us at the address provided on this letter.

Confirmation of Activities/Outputs

1. Have there been any modifications to the planned activities/outputs outlined in the Grant Application? If so, please describe these changes.

2. The Foundation supports the involvement of its grant recipients in political activity according to the [stipulations set by Canada Revenue Agency](#). Do you anticipate undertaking any political activities with funds provided from this grant? If so, please describe them and explain how much of the grant amount will be dedicated to this activity.

Reporting Schedule

Submission of Grant Progress Report(s) (if applicable):

Submission of Grant Final Report:

Submission of Evaluation (if applicable):

*You will receive a notification a few weeks before your reporting milestones with instructions of how to meet your reporting requirements.

Site Visit

If appropriate, what timeframe in the granting cycle would be best for a site visit?

Grant Showcasing and Knowledge Sharing

Through our own network as well as through [CERIC](#), we are able to help promote the work of our grant recipients. If helpful, please visit the links below and let us know which activities you are interested in and when might be a good time to participate.

- [Careering Magazine](#):
Careering is Canada's magazine for career development professionals and provides timely and relevant information to stakeholders across the career development spectrum, including guidance counsellors, employment advisors, career coaches and human resources professionals.
- [CareerWise / OrientAction](#):
CareerWise offers a curated selection of relevant and thought-provoking articles on education, skills, counselling, employment and the workforce from a variety of publications. OrientAction offre une sélection d'articles pertinents et inspirants provenant de diverses publications sur l'orientation, l'emploi et le marché du travail.
- [Cannexus](#):
A bilingual National Career Development Conference designed to promote the exchange of information and explore innovative approaches in the areas of career counselling and career development.
- [Foundation Grant Stories](#):
Profiled through the Foundation's website and newsletter.

- Other:

If this grant will lead to the elaboration of materials (i.e. manuals, training guides and/or implementation handbooks) that the Foundation can share, when do you anticipate submitting this content and in what format?

Project Changes

Please note that grant recipients should notify the Foundation if they anticipate any changes that will significantly affect or alter this project as outlined in the Grant Application (for instance, deciding to abandon a key project activity/output, withdrawal of funding from another organization also supporting this project, reallocation of budget expenses from one activity/output to another representing more than 10% of the overall project budget, etc.). These changes will be noted in the grant-related documents and, if necessary, amendments will be made to the Grant Letter of Agreement.

(Name and Title of Grant Recipient Representative)

(Name and Title of Representative for The Counselling Foundation of Canada)