Funding Letter of Agreement

Please complete the information below. This document represents a formal agreement between The Counselling Foundation of Canada and your organization.

# **Basic information**

|  |  |
| --- | --- |
| Name of Organization |  |
| Mailing Address |  |
| Telephone Number |  |
| Name, Title, and Email of Person Responsible for Overseeing this Project |  |
|  |  |
| Project Title |  |
| Project Duration |  |
| Project Dates |  |
|  |  |
| Funding Approval Date |  |
| Amount | **$** |

# **Disbursement Schedule and Amount per Payment**

|  |  |  |
| --- | --- | --- |
|  | Payment month & year | Payment amount |
| Year 1 |  | $ |
|  |  |
|  |  |
|  |  |
| Year 2 (if applicable) |  |  |
|  |  |
|  |  |
|  |  |
| Year 3 (if applicable) |  |  |
|  |  |
|  |  |
|  |  |
| Year 4 (if applicable) |  |  |
|  |  |
|  |  |
|  |  |
| Year 5 (if applicable) |  |  |
|  |  |
|  |  |
|  |  |

\*Electronic payments 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: [accounting@counselling.net](mailto:accounting@counselling.net).

# **Confirmation of Activities/Outputs**

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

# **Reporting Schedule**

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

## Submission of Final Report:

## Submission of Evaluation (if applicable):

\*You will receive a notification a few weeks before your reporting due date with instructions. More information on our reporting process, including links to our reporting templates can be found on our [website](https://counselling.foundation/grant-reporting/).

# **Site Visit**

## If appropriate, when would be a good time for a site visit?

# **Showcasing and Knowledge Sharing**

## Through our own network as well as through [CERIC](https://ceric.ca/), we can help promote your work. CERIC is a charitable organization that advances education and research in career counselling and career development. If helpful, visit the links below and indicate which activities you are interested in and when might be a good time to participate. We can then have a follow up conversation to discuss options.

* [Careering Magazine](https://ceric.ca/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.

Double click the box and change to ‘Checked’ if you would like to learn more

* [CareerWise](https://careerwise.ceric.ca/submissions/) / [OrientAction](https://orientaction.ceric.ca/)  
  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.

Double click the box and change to ‘Checked’ if you would like to learn more

* [Cannexus](https://cannexus.ceric.ca/)  
  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.

Double click the box and change to ‘Checked’ if you would like to learn more

* [Foundation Grant Stories](https://counselling.foundation/granting-stories/)  
  Profiled through the Foundation’s website and newsletter usually completed near the end of our funding relationship.

Double click the box and change to ‘Checked’ if you would like to learn more

## Will these funds lead to the development of any materials that the Foundation can share through its networks (e.g., manuals, training guides, or implementation handbooks)? If so, please indicate what you may be willing to share with us.

## We welcome the opportunity to make connections within our network to facilitate the sharing of experiences and insights. Please let us know if you have any skills, tools, or issues that you are curious about, willing to share with others, or have questions about that the Foundation might be able to help with. We will do our best to make an introduction via email (with your permission) if a match can be found.

# **Project Changes**

## Funding recipients should notify the Foundation if they anticipate any changes that will significantly affect or alter this project as outlined in the Funding 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 funding-related documents and, if necessary, amendments will be made to the Funding Letter of Agreement.

# **Recognition**

The Foundation welcomes the use of its branding by organizations it supports (for instance, in marketing materials about an initiative made possible by our funding) or project collaborators (for instance, in marketing materials about a shared initiative). If you would like to recognize the Foundation’s support, please let us know. You may also find information regarding access to and use of our logo via our [website](https://counselling.foundation/branding/). The funding recipient may publicly disclose information about the award of this grant, including the total amount awarded, and a description of the project. The Foundation reserves the right to review and approve all written or spoken public announcements that use the Foundation's name or logo.

The Foundation desires that all the funding recipient’s resources be dedicated to accomplishing its charitable purposes. Accordingly, the funding recipient agrees not to send the Foundation, its board members or staff, gifts, certificates, plaques, or other mementos.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed Name and Title of Fund Recipient Representative)

**The deposit of the Foundation’s funding dollars will be considered as acceptance of the terms and conditions as outlined above. To maintain our records and files, after having read and reviewed this letter, please return this electronic copy to ben@counselling.net.**