



GIFT AGREEMENT

1) This is a gift agreement between:

- a) The Primate's World Relief and Development Fund
80 Hayden Street
Toronto, Ontario
M4Y 3G2 Canada
(PWRDF)

and

- b) [The Diocese or other Canadian qualified donee (hereinafter referred to as the **Partner**)]

In support of _____

2) The Gift Agreement follows from the provisions noted in the approved document, PWRDF In-Canada Emergency Preparedness and Response Guidelines 2018 (hereinafter referred to as the **Guidelines**)

The objectives of the guidelines as distributed to all Dioceses are as follows:

- a. To provide a framework to help Anglican Dioceses in Canada be prepared to effectively respond to emergencies in their dioceses.
- b. To support dioceses and parishes to better leverage other national, regional and local resources to enhance their preparedness and response should there be an emergency.
- c. To clarify how funds raised by PWRDF can be accessed and reported on to PWRDF

Total Amount Approved: _____

3) For the purposes of this project, the Partner agrees to use the funds for the following purposes

- a. For activities and expenses that respond to needs that have arisen because of the emergency and
- b. For activities and expenses that are broadly supportive of the community as a whole.

4) The Partner agrees to the following

- a. To designate a point person (Diocesan Representative, Bishop or someone appointed by the Bishop) and provide contact information to facilitate communication with the designate PWRDF staff.
 - b. To provide PWRDF with a Bank Account Certificate with relevant information issued by the Bank institution.
 - c. To provide PWRDF with written acknowledgement of the safe arrival of funds into the bank account as designated
 - d. To ensure adequate record-keeping with regard to activities and expenses undertaken
 - e. To oppose and not be a willing party to wrongdoing, corruption, bribery, other financial impropriety, or illegal acts in any way and to take prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among the Partner's staff, volunteers, contractors or others associated with the project
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- f. To communicate on a regular basis with PWRDF and to the extent possible during an emergency response, sharing materials, updates as to funding needs and numbers affected and relevant photos and video to PWRDF that it can use in sharing the emergency response with its board, membership and constituency. The Partner is responsible to ensure consent for imagery shared and that PWRDF can use on its different media, including social media.
- g. To facilitate visits by PWRDF staff, should these be required and / or requested.
- h. In addition to informal updates that can be shared by telephone or email exchange, the Partner will report after one month from the signing of this agreement and, subsequently, every three months until project completion. A reporting template is attached to this agreement. The partner will provide final narrative and financial reports to PWRDF within three months of completion of this project, which will also include a section on lessons learned.

5) PWRDF agrees to the following:

- a. To provide contact information for the Partner, primarily the Humanitarian Coordinator but also the Finance Coordinator and Communications Coordinator who may be of support
- b. To forward advance funds promptly to the designated Bank Account of the Partner as per the Guidelines and needs following an emergency
- c. To provide further guidance as to how funds can best be used, drawing on the Guidelines as well as PWRDF experience in emergency response, including in Canada emergency response
- d. To share material with the Partner that it may receive from other agencies that may assist in the emergency response
- e. To ensure there is approval from the Partner on stories and photos shared as well as quotations cited prior to use in stories on its different media, including social media.
- f. To keep the Partner updated as to progress on fund raising and any concerns or questions raised.

PWRDF and the Partner acknowledge the trauma and difficulties experienced at the time of an emergency, including damage to property, injuries and death and acknowledge the importance of partnership to best honour the gifts given in support of an effective Emergency Response and best support those directly impacted by the Emergency.

6) The signatories below are signing on behalf of the respective parties to this agreement. By signing this agreement, the signatories are indicating to be of sufficient authority within their respective organizations

For PWRDF (<i>Signature</i>)	For the Partner (<i>Signature</i>)
Printed name:	Printed name:
Title: _____	Title: _____
Date: _____	Date: _____
PWRDF Project Number: _____	Partner Project Number: _____

