

## COMMUNITY FOUNDATION OF OTTAWA

### POLICY

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#### **POLICY: APPROVAL OF FUND AGREEMENTS**

##### **Statement:**

The Board of Governors approves the Foundation's standard forms of agreement for all funds. Authority to complete new agreements, based on the standard forms and subject to the terms of the approved Gift Acceptance Policy, is delegated to staff. Each agreement, once negotiated, is signed by two Officers.

Any substantive variation to the standard form is reviewed by legal counsel. Legal counsel may approve the variation by initialing the document or bring the agreement to the Board for approval.

**EFFECTIVE DATE:** September 21, 1999

**LAST REVISED OR REVIEWED:** February 2010

**SUBJECT TO REVIEW:** February 2015