

Architectural Conservancy Ontario

Community Agency Agreements

F.A.Q.

How it works:

An Agency Agreement is a contract, set up between a community group or not-for-profit corporation and ACO which allows ACO to accept donations and make payments on behalf of a project that meets our charitable objectives.

Technically, the project is an ACO project, and the community group (you) have been engaged to carry out this particular project.

We agree to take on your “project” as a program of ACO. This also means that ACO is the recipient of all donations. We are the charity to whom donations are made and issue the charitable receipts.

Agreements are for a maximum of two years. A new and subsequent agreement can be negotiated.

ACO receives the donation and issues the tax receipt directly.

ACO cannot release the names of the donors to you as a third party – if you plan on tracking or acknowledging the donors, please ask them to let you know after they have made a donation and in what form to allow you to track receipt of the donations based on the monthly summary.

ACO cannot send any money directly to you, when there is a bill to pay, you must submit the bill to ACO. ACO makes the payment for you (payments must be made by the receipting body).

ACO can not give money to the Agreement holder.

Donations:

Donations can be made several ways:

1. through the ACO website <https://www.acontario.ca/> - select – “**make a donation**” then “**Community Agency Funds**” from the dropdown menu. Remember to remind prospective donors to add the name of your organization or project in the notes section to indicate the funds are for your project.
2. by cheque, payable to Architectural Conservancy Ontario. Remember to remind prospective donors to add the name of your organization or project on the cheque, on the envelope or in a note attached to the cheque to indicate it’s for your project.
Mail cheques to:

Architectural Conservancy Ontario
38 Fitzgibbon Ave
Scarborough, Ont. M1K 3Z9

ACO withholds 10 to 20% administration fee from all donations to offset the costs associated with bookkeeping, auditing, and the cost of agreement management. Range is dependent on the value of the agreement, expertise of the community organization and other factors which influence the cost of administering the agreement.

ACO will provide the Agreement holder a monthly summary of donations and payments.

ACO cannot assist with your fundraising. You are encouraged to develop and a robust fundraising plan to meet the cash flow needs of your project.

Unfortunately, ACO is unable to subsidize the project expenses. Payment of invoices can only be made if sufficient funds have been donated and received.

If you raise more money than is required for your cause, this money is put into ACO's fund for similar causes, it cannot be given to the community group or back to the donors.

Payments:

ACO relies on Online Banking for the payment of all invoices. All invoices are paid by Electronic Fund Transfer (EFT). Prior to entering into a contract or agreement for services, service providers should be advised that we require a void cheque or their banking information before payment can be made.

Contractors and service providers must be advised that invoices must contain the following information:

1. Payee is the Architectural Conservancy Ontario
2. Reference the name of your project
3. A description of the services provided
4. HST #:

Payments take a **minimum** of two weeks to process.

What ACO needs from you to make an agreement:

An 'application' to take on a Community Agency Agreement (simply an email stating who you are, what you are raising funds for, and that you wish to take on an agreement), with the following:

The name of the organization you are going by – this will be the name of the agreement. It need not be the name of your group, just a simple name that allows us, and you to track the money going to the group. For example, a group called "committee to save the Saint Mungo's church", might just use "St. Mungo's Church" as their agreement name. It only needs to be a name that will be different than any other group.

A one sentence long statement which states clearly what you are raising money for (this must agree with our charitable objects).

Two names/signing authorities for the group, both must be members of ACO at some level, they cannot be from the same household or hold a position at an ACO branch or with ACO, however, they must both be members in good standing, of ACO (they can join before ACO signs the agreement).

A simple budget that states what you are raising and specifically what each amount is for – for *example*:

\$10,000.00 legal fees
\$5,000.00 witness payments
\$2,000.00 photocopying and mailing
\$17,000.00

Remember, that ACO can only pay invoices to the limit of the donations received and within the budget.

Application Process:

Submit the following information by email to info@acountario.ca for review:

Project Name
Name of Community Group or Not-For-Profit Organization
Contact person (name, email, position)
Brief Description of the Project
Budget Summary

In the subject line of the email please indicate: “Agency Agreement Application”.

We will contact you to discuss the agreement details. If you have general questions, please email info@acountario.ca for more information.

Note: Donations raised BEFORE the Agency Agreement is signed will not be eligible for a charitable receipt or considered part of the agreement.