



FUNDRAISING AGREEMENT FORM

Thank you for organizing a fundraiser on behalf of WIN House!

Your fundraising proposal must be approved prior to publicizing your activity or event. Please return this completed form via email to the WIN House Community Engagement Specialist at community@winhouse.org.

CONTACT INFORMATION

First Name

Initial

Last Name

Mailing Address

City, Province

Postal Code

Organization (if applicable)

Phone Mobile Home Business

Email Address

WIN House respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. WIN House does not sell or rent donor names/ It does, however, exchange donor names from time to time with carefully selected charities. This is a cost-effective way for WIN House to reach new potential donors supporting our efforts to promote non-violent relationships and environments for women and non-binary individuals with or without children fleeing violence. You may choose not to have your name shared by contacting our Community Engagement Specialist at community@winhouse.org and we will gladly accommodate your request.

PROPOSED EVENT

Event Name

Date (MM/DD/YYYY)

*Please note that the event name listed here will be used verbatim on all documents and recognition going forward.

Location

Time

1. Is this a recurring event? Annual Ongoing One-time

2. What inspired you to raise funds for WIN House?

3. Additional Information:

EVENT INFORMATION

1. Briefly describe your fundraiser/event/campaign and how the funds will be raised.

2. How many people are expected to attend or participate? _____

3. Will you require volunteers or staff at your event? If so, how many? Yes No # _____

4. Required staff/volunteer tasks?

PROMOTIONAL INFORMATION

1. If relevant, please list your event's social media handles and hashtags.

2. If relevant, please indicate the planned type of promotional material including distribution method, and the dates of release.

3. Do you require the use of the WIN House logo and name for promotional materials? Yes No

4. If yes, provide details. _____

5. Would you like WIN House to feature your event on our website event calendar? Yes No

FINANCIAL INFORMATION

1. Will the proceeds from your event be donated to WIN House exclusively? Yes No

2. If no, what other charities are involved? What percentage of the revenue will they receive?

3. How will funds be raised? Please check off all that apply:

Ticket Sales Auction (Silent/Live) Product Sales Cash Donations

Online Donations Raffle Other: _____



4. Fundraising Goal: \$ _____

5. Will you require tax receipts for this event? Yes No

*For donations of \$20 or more

6. Based on the amount raised, would your group like to be publicly featured in our annual Community Impact Report? Yes No

TERMS AND CONDITIONS

GENERAL

I/We agree that prior approval to hold a third-party event/initiative on behalf of WIN House is required. Approval is based on the type, theme and financial viability of the event/initiative.

I/We agree that WIN House assumes no legal or financial liability associated with the event/initiative.

I/We understand that support and participation by WIN House staff and/or volunteers is limited to available resources, and an outline of available resources will be shared upon signing of agreement.

I/We agree that we will obtain all necessary permits, licenses, and other approvals prior to their event/initiative.

I/We understand that WIN House will only apply for a raffle license should I/We commit to raising at least \$5000 in accordance with the Service Level Agreement.

I/We agree that the event/initiative must be in accordance with WIN House's mission, vision, and values. Refer to winhouse.org for details. WIN House reserves the right to cancel this agreement at any given time should the event undermine WIN House's mission, vision, values, established policies, or threaten its work and reputation within the community, WIN House is not responsible for financial or other damages that may result from such cancellation.

I/We agree that the event/initiative will not be illegal or contrary to public policy, will not be deceptive, will not be for an unrelated business and is strictly for the purpose of the charity.

I/We agree to abide by and observe all applicable laws, rules, regulations and ordinances of government authorities, including COVID-19 pandemic legislations, rules, health and safety practices and ordinances of government and health authorities throughout the planning process and on the event/initiative day.

I/We agree that each party shall be responsible for its own employees, volunteers, contractors, and affiliates. Each party shall indemnify the other for any liability resulting from the gross negligence or willful misconduct of its own employees, volunteers, contractors, or affiliates.



I/We agree that the Organizer has full responsibility with organizing the event/initiative. WIN House will have no roles or responsibilities in organizing and carrying out this event/initiative.

I/We agree that the Organizer shall notify WIN House in writing of any changes to the Event/Initiative Details and to the Start Date, End Date and Location identified above, which notification shall be provided as early as possible after the Organizer becomes aware of such changes.

I/We agree that WIN House may at any time withdraw the right to use its name for fundraising or other purposes if the event is deemed damaging to WIN House. In the event that WIN House withdraws, the event in its name and all such activities shall cease and be discontinued within 24 hours of decision. WIN House will not be responsible for financial or other damages that may result from this cancellation.

I/We understand the level of support from WIN House staff will be based on the fundraising goal and the resources available

PROMOTIONAL

I/We agree that WIN House must authorize the use of its name and/or logo in promotional and informational materials before its use.

I/We agree that it is my/our responsibility to get the necessary permission to take photos/videos/recordings of participants and volunteers.

I/We agree that WIN House has rights to use photos taken at the event for future promotional or advertising purposes.

I/We agree WIN House cannot provide media support, nor can it guarantee media attendance at your event.

I/We agree that if a professional fundraiser or promotions individual is hired to coordinate an event that benefits WIN House, WIN House staff will receive contact details within 24 hours.

FINANCIAL

I/We understand that WIN House is unable to provide financial assistance to third party events/initiatives.

I/We agree that the WIN House will receive an accounting of all net proceeds from the event within thirty (30) business days of the conclusion of the event. WIN House requires that event organizers use satisfactory financial controls. A full accounting of monies, including donor lists and any advantages received by the donors must be provided upon receiving funds. Receipts will be issued for the date funds are received by WIN House. As per CRA, all tax receipts required for the current calendar year, need to be received in hand by December 31 of that year.

I/We agree that WIN House issues official income tax receipts in accordance with the guidelines set by the Canada Revenue Agency. Refer to www.cra-arc.gc.ca.



I/We agree to adhere to all federal, provincial, and municipal laws and assure that compensation to any professional fundraisers or promoters shall not be based on commission or percentage of monies raised

I/We agree that I/we will discuss with WIN House staff before offering tax receipts. WIN House agrees to advise the third party about Canada Revenue Agency regulations relating to the issuing of charitable tax receipts.

I/We agree that tax receipts can only be issued to those who have not received an advantage – a product or tangible item in return for their donation (this includes sponsorship and recognition). The donation must also be voluntary and there has to have been a transfer of property. All gifts, including donations made online, must meet the conditions defined by CRA in Interpretation Bulletin IT-110R3 Gifts and Official Donation Receipts. Please refer to <http://www.craarc.gc.ca/E/pub/tp/it110r3/it110r3-e.html>.

INSURANCE

I/We agree to use the standard WIN House waiver for participants and ensure the waiver will be returned to WIN House within 30 days of the event/initiative.

I/We agree that the Organizer shall, at its own cost and expense, take out and keep in full force and effect proper insurance coverage depending on the type of event/initiative. The Organizer shall take out and keep in full force and effect, any form of insurance if WIN House makes it a requirement.

I/We agree that where applicable, insurance and/or liquor licenses must be obtained and copies submitted prior to the event/initiative. The Organizer acknowledges that WIN House is not responsible to obtain any such permits. WIN House may request certified copies of any or all permits obtained by the Organizer in respect of the event/initiative.

I/We agree to indemnify and hold WIN House harmless against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages recoveries and deficiencies, including interest, penalties and reasonable legal fees that may be incurred or suffered by the organizer which raise, as a result from or related to the applicants fundraising event or fundraising program. Third-party organizers are required to underwrite all costs and WIN House will not incur any costs.

I/We agree to the above terms and conditions.

Signature of applicant

Date (MM/DD/YYYY)

Signature of WIN House Community Engagement Specialist

Date (MM/DD/YYYY)

Thank you for your generous support!