

**Name of Organizational Mentor:**

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**Name of Grassroots Group (applicant):**

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This Organizational Mentor-Grassroots Group Collaborative Agreement outlines the terms and conditions under which the Organizational Mentor (OM) will assume legal and financial responsibility for project deliverables and project funds, offer mentorship, and provide administrative support to the Grassroots Group.

This agreement provides an overview of the nature of this partnership.

## **Shared Values**

Both the OM and the Grassroots Group are committed to improving the wellbeing of youth, parents, guardians and caregivers facing systemic barriers.

The shared principles of the OM, the Grassroots Group, and the Youth Opportunities Fund (YOF) are to:

- Practice commitments to equity, inclusion and diversity.
- Support the development and sustainability of grassroots work.
- Value community-based solutions to local issues identified by people with lived experience.
- Commit to open communication and trust between partners in the delivery of the project.
- Apply collaborative approaches for project success and resolving challenges as they arise.
- Ensure clarity and respect regarding each member's role in the agreement.

We agree to uphold these principles.

## **Management and Governance**

Both the OM and the Grassroots Group agree to:

- Review and follow the Ontario Trillium Foundation's Grant Contract if this project is approved for funding.
- Participate in the grantee orientation meeting if this project is approved for funding.
- Designate a lead from both the Grassroots Group and OM as a primary point of contact.
- Maintain open and ongoing communication.

- Share an investment in the implementation and success of the project.
- Stay up to date regarding changes that may impact project deliverables.
- Notify each other of issues and/or concerns in a timely manner.
- Schedule time for reporting and in-person meetings during project implementation and to reconcile spending.
- Ensure and maintain clarity regarding roles, responsibilities and decision-making.
- In the case of conflict, the OM and Grassroots Group agree to negotiate in good faith.

We understand and agree to the above practices.

## **Grassroots Group Responsibilities**

The Grassroots Group agrees to:

- **Allocate 15% of total request budget** to OM overhead and administrative costs incurred through the project (15% of total request budget is required).
- Review and understand all OM policies with respect to the program that is being delivered.
- Forward all receipts for program/project expenditures at an agreed upon interval to the OM for reconciliation and/or to issue payment to vendors.
- Submit program updates to OM as per a mutually agreed upon schedule.
- Complete all reporting forms, including the project plan updates, budget updates, annual progress report, and final report for the OM to review and submit.

## **OM Responsibilities**

The OM agrees to:

- **15% of total request budget to support overhead and administrative costs.**
- Assume responsibility for submitting project budget actuals to Grassroots Group and OTF at least two times per year (prior to release of payments).
- Review and submit annual Progress and Final Reports to OTF.
- Support project delivery with the release of funds on a \_\_\_\_\_ (weekly, monthly, quarterly, or annual) basis.

## **Copyright/Intellectual Property**

All organizational intellectual property brought into and/or developed through the project by Grassroots Group remains the property of the Grassroots Group.

## Termination of the Agreement

This is a fixed term agreement running from \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date).

- We understand that if the Organizational Mentor-Grassroots Group relationship ends during the term of the grant, the project cannot automatically be transferred to a new OM. In these situations, the grant may be rescinded.

## Organizational Mentor Acknowledgements

- We understand should this application be approved, as the Organizational Mentor, our organization will be required to enter into a formal, legally-binding agreement with the Ontario Trillium Foundation (OTF) that will outline the terms and conditions of the grant.
- As the Organizational Mentor, we support the project as described in the Expression of Interest/Grant Application.
- I understand OTF will not reimburse any expenses incurred prior to being notified of grant approval.
- I understand that OTF will hold back 10% of the final year's budget until the Final Report is submitted and the grant is closed.
- The representative with designated signing/decision-making authority for the organization has authorized this application.

## Authorization and Acceptance

We authorize and accept the terms and conditions of this Organizational Mentor – Grassroots Group Collaborative Agreement.

### Grassroot Group Contact

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Organizational Mentor (Legal Signatory)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_