

Organizational Mentor – Grassroots Group Collaborative Agreement

Between

[Name of Organizational Mentor]

And

[Name of Grassroots Group]

The Organizational Mentor-Grassroots Group Collaborative Agreement outlines the roles, responsibilities and terms between an Organizational Mentor (OM) and the Grassroots Group delivering a funded project.

Organizational Mentors (OM), as the OTF grantee, will assume legal and financial responsibility for project deliverables and project funds as described in the Grant Contract. Additionally, the OM will provide administrative and mentorship support to the Grassroots Group delivering the funded project.

Shared Commitments

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

The OM and the Grassroots Group agree to:

- Promote diversity, equity and inclusion.
- Support the development and sustainability of grassroots work.
- Value community-based solutions to local issues identified by people with lived experience.
- Have open communication and trust between partners.
- 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 understand and agree to uphold the shared commitments.

Management and Governance

The OM and the Grassroots Group agree to:

- Comply with the Terms and Conditions outlined in the Grant Contract.
- Participate in the grantee orientation meeting.
- Designate a primary contact (the lead) for the project from both the OM and the Grassroots Group.
- Develop sound financial accountability practices, including financial tracking and reporting, and budget reconciliation.
- Schedule time to review reporting requirements and reconcile spending.
- Work collaboratively towards the successful implementation 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.
- Ensure and maintain clarity regarding roles, responsibilities and decision-making.
- Solve conflicts and negotiate in good faith, if applicable.

☐ We understand and agree to uphold the management and governance terms.

Grassroots Group Responsibilities

The Grassroots Group agrees to:

- **The OM retaining 15% of the grant's budget for Overhead and Administrative Costs.**
- Review and understand all OM policies with respect to the project that is being delivered.
- Forward all receipts to the OM for project expenses on a mutually agreed upon schedule for reconciliation and/or to issue payment to vendors.
- Submit project updates to the OM on a mutually agreed upon schedule.
- Complete all requirements and reporting outlined in the Grant Contract.

☐ We understand and agree to the Grassroots Groups responsibilities.

OM Responsibilities

The OM agrees to:

- **Retain 15% of the grant's budget to support Overhead and Administrative Costs.**
- Assume responsibility for financial tracking and budget reconciliation and sharing budget actuals back with the Grassroots Group.
- Support the Grassroots Group in the reporting process, which includes reviewing and submitting reports to OTF, prior to the release of payments.
- Ensure that the project deliverables are supported by policies and procedures.
- Support project delivery until the grant is closed.

☐ We understand and agree to the Organizational Mentor responsibilities.

Copyright/Intellectual Property

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

☐ We understand and agree to the copyright/intellectual property terms.

Termination of the Agreement

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

☐ We understand and agree 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

If our grant application is approved, as Organizational Mentor, we understand and acknowledge the following:

☐ 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.

- ☐ Our organization will assume all legal and fiduciary responsibility for a grassroots project for the duration of the grant.
- ☐ Our organization will support the project as described in the Expression of Interest/Grant Application.
- ☐ OTF will not reimburse any expenses incurred prior to being notified of grant approval.
- ☐ Our organization will be required to purchase and maintain adequate insurance coverage for the duration of the grant.
- ☐ Our organization's Board of Directors has agreed to submit this application and understands the required roles and responsibilities of being an Organizational Mentor to a Grassroots Group.
- ☐ Grassroots groups cannot transfer the grant to another Organizational Mentor, as per OTF's [Transfer of Active Grants Policy](#).
- ☐ Our organization will resolve any conflicts and issues should they arise.
- ☐ After OTF staff approve the final report, the grant hold-back funds are released (10% of the grant's budget) and the grant is closed.
- ☐ The below representative has designated signing/decision-making authority for the organization and has authorized this agreement.

Authorization and Acceptance

We authorize and accept this Organizational Mentor – Grassroots Group Collaborative Agreement.

Name of Grassroot Group: _____

Contact Name (Legal signatory, if applicable): _____

Title: _____

Signature: _____

Date: _____

Name of Organizational Mentor: _____

Contact Name (Legal Signatory): _____

Title: _____

Signature: _____

Date: _____