



December 7, 2016

Sheree Meredith  
Vice-President, Philanthropic Services  
Hamilton Community Foundation  
120 King Street West, Suite 700  
Hamilton ON L8P 4VZ

Dear Sheree,

I would like to recommend that the Hamilton Community Foundation approves the McQuesten Urban Farm project (“McQuesten”) proposal to be the recipient of funds from the Maple Leaf Centre for Action on Food Security Fund. I would like funding of \$150,000 for year one of this initiative to be approved based on the terms below. Funding for the subsequent year will be contingent on providing the following documentation, and upon review of progress against work plan. See Appendix 1 for the required reporting schedule.

- Provide 50% of Year One funding (January 1, 2017 – December 31, 2017) upon receipt, by the Maple Leaf Centre for Action on Food Security, of a key activity plan and budget forecast for the periods below:
  - January 1 – April 30
  - May 1 – September 30
  - October 1 – December 31
- Provide the remaining 50% of Year One funding upon approval, by the Maple Leaf Centre for Action on Food Security, of a narrative and financial report for the period January through April, 2017.
- Funding for Year Two (January 1, 2018 – December 31, 2018) will be reviewed and confirmed upon approval of the work plan and budget.
- All funds will be expended solely in conjunction with approved budgets and proper records will be kept by McQuesten showing how funds were expended. The Maple Leaf Centre for Action on Food Security’s financial records will be audited annually.
- Key learnings from the project may be shared more broadly to share knowledge among others in the food security sector. McQuesten agrees to share all project data requested with Maple Leaf Centre for Action on Food Security and to work cooperatively with the Centre on external reporting.
- McQuesten will provide volunteer opportunities for Maple Leaf employees that are beneficial to your organization and our people.

- Maple Leaf and Maple Leaf Centre for Action on Food Security are permitted to publicly communicate support, including potential campaigns designed to raise awareness and fundraise that are developed in conjunction with McQuesten.

In addition to the above, the Maple Leaf Centre for Action on Food Security plans to develop a social impact and evaluation framework in conjunction with McQuesten and other grantees. The outcome may alter the reporting requirements as described above, and McQuesten agrees to comply with any resulting revised reporting requirements from time to time.

We are looking forward to supporting this project and building a strong relationship together. The primary contact will be Sarah Stern, Leader, Maple Leaf Centre for Action on Food Security.

Best regards,

Lynda Kuhn  
Chair, Maple Leaf Centre for Action on Food Security

Appendix 1 – Reporting and Funding Schedule

<b>Due Date</b>	<b>Submission</b>	<b>Funding</b>
December 15, 2017	Activity Plan and Budget	50% of Year One Funding
May 19, 2017	Narrative and Financial Report on first four months (Jan – Apr)	Balance of Year One funding
October 31, 2017	Narrative and Financial Report on the period May 1 – Sept 30 <sup>th</sup>  Work plan and Budget for Year Two	Upon approval of Year Two work plan  50% of Year Two funding released in December
February 15, 2018	Year One Final Report	