|  |  |
| --- | --- |
| **LOAVES AND FISHES**  Phone: **(02) 8567 4700**  Fax: (02) 8567 4774  Addr: 2 Gannons Ave  Hurstville NSW 2220  Email: ???  Web: [???](http://www.pynsw.org.au)  ABN: ???  **Loaves and Fishes Related Parties Agreement Form** |  |

|  |  |  |
| --- | --- | --- |
| Project Name | Operational and Advisory Support of the Titus Foundation | |
| Related Party | Titus Foundation |  |
| Date | 21st June 2016 |  |

|  |
| --- |
| **PROJECT AIMS** |
| Loaves & Fishes will provide operational and advisory support for the Titus Foundation. |

|  |  |  |  |
| --- | --- | --- | --- |
| **STATEMENT OF WORKS** | | | |
| **Activity** | **Deliverable** | **Timeframe** | **Price incl. GST** |
| Provision of operational support for the Titus Foundation, including responsibility for payment of establishment, set up and ongoing costs associated with the Foundation. | Set up of the Foundation:   * Legal costs in relation to the Constitution * Artwork and logo branding * Fundraising consultancy from Dunham & Co. * PY staff costs   Operational Support:   * Business strategy development * Engagement strategy * Promotion * Website – developing, hosting and maintaining * Fundraising * Donor management * Accounting/audit * Legal * Travel * Event management * Research/symposium * Sourcing and overseeing projects * Administration   Advisory Support:   * Building grant applications for sustainable projects * Identifying partnership opportunities between ministries * Development of partnership projects | 2016 - 2018 | Loaves and Fishes will receive 15% of all donations/income received through the Titus Foundation. Funds from the 15% are only to be spent on costs associated with the growth and development of the Titus Foundation.  **Note:**  Funds received will be used to reimburse expenses paid by Loaves & Fishes in respect of the Foundation, together with subsequent expenses incurred on behalf of the Foundation, as well as the costs of Loaves & Fishes in providing services to Titus Foundation. |
| **TOTAL** |  |  |  |

|  |  |
| --- | --- |
| **Reporting Milestone** | **Estimated Date** |
| An annual proposal of the Scope of Work to be undertaken in the following year. | Annual |
| Quarterly report to the Board expenditure incurred by Loaves & Fishes in relation to the Titus Foundation and detailing amounts received from the Foundation. | Quarterly |

|  |
| --- |
| **PROPOSED FEES** |
| 1. Payment from the Foundation of 15% of all bequests and donations received by the Foundation. |

|  |
| --- |
| **PAYMENT SCHEDULE** |
| Monthly based on receipts in the prior month. |

|  |
| --- |
| **GOVERNANCE** |
| Agreement between Loaves and Fishes & Related Party:  Loaves and Fishes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Titus Foundation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reported to Loaves and Fishes Board at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting. |

|  |
| --- |
| **TERM** |
| 5 Years – which will be renewed annually unless either party notifies the other party prior to the end of the fifth or another subsequent year that it does not wish to continue. |

|  |
| --- |
| **TERMINATION** |
| By Titus if the services of Murray Norman are not available for a continuous period of 6 months.  By Loaves & Fishes if Titus Foundation fails to raise at least $X over its first 3 years. |