

## Legal Document Establishing Terms of Donation Distribution

This Agreement ("Agreement") is made and entered into on \_\_\_\_\_ by and between:

501(c)3 charitable foundation and \_\_\_\_\_, an individual or entity acting as an intermediary between the Foundation and the recipients of financial assistance, having its principal place at \_\_\_\_\_, hereinafter referred to as the "Beneficiary Coordinator".

### Background

The Foundation is dedicated to providing financial assistance to impoverished individuals in need through its charitable activities.

The Beneficiary Coordinator has agreed to serve as an intermediary to facilitate the distribution of funds from the Foundation to eligible recipients.

#### Responsibilities of the Beneficiary Coordinator

The Beneficiary Coordinator shall receive funds from the Foundation intended for distribution to impoverished individuals.

The Beneficiary Coordinator shall ensure that the funds received from the Foundation are promptly and equitably distributed to eligible recipients in accordance with the criteria established by the Foundation.

The Beneficiary Coordinator shall maintain accurate records of all funds received and distributed, including the names and contact information of recipients, the amount of funds distributed to each recipient, and the date of distribution. Attached to this agreement, table with this information.

The Beneficiary Coordinator shall not retain any portion of the funds received from the Foundation for personal use or benefit.

***The Beneficiary Coordinator shall not distribute more than \$100 to any family recipient in a calendar year.***

### Liability

The Beneficiary Coordinator acknowledges and agrees that they shall be solely responsible for the proper distribution of funds to eligible recipients.

The Beneficiary Coordinator agrees to indemnify and hold harmless the Foundation, its officers, directors, employees, and agents from and against any and all claims, losses, damages, liabilities, costs, and expenses arising out of or related to any breach of this Agreement by the Beneficiary Coordinator.

### Term and Termination

This Agreement shall commence on the effective date set forth above and shall continue until terminated by either party upon 7 days written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Beneficiary Coordinator Signature: \_\_\_\_\_

Beneficiary Coordinator Name: \_\_\_\_\_

Foundation Employee Approver Signature: \_\_\_\_\_

Foundation Employee Approver Name: \_\_\_\_\_

## Beneficiaries Information

If more beneficiaries need to be added, please write down on the back of this paper and submit along.

**Total amount of donation distributed** (this must be sum of all entries in table): \$ \_\_\_\_\_

[illegible]