



## CultureTrust Contract Approval Policies & Process

Your Project will likely need a number of contracts executed, and CultureTrust recommends that you have a contract in place when, among other things:

- Renting a venue
- Hiring a contractor to do work on your Project's behalf
- Hiring a vendor
- Receiving sponsorship funding
- Receiving grant funding (fundors will send over their own contracts)
- Being hired for your services as a Project by a third party

If you are unsure of whether you may need a contract, please contact your Community Director.

CultureTrust's policies are designed to help you manage the risk in your Project. Because of this, it is our policy that you can't execute a contract without having at least **half the money** required to fulfill a contract in your account.

**The official contract signer for CultureTrust is the Trust President.** Project Directors and their Community Director are able to write contracts (using CultureTrust's contract templates available on the CultureTrust Toolkit), and may need to sign them to indicate acceptance of the terms. However, **no contract is considered fully executed until it has been signed by the Trust President.** Project Directors do not have the authority to enter into legally binding agreements on behalf of a Project. Only the Trust President has this power. Hence, when you are drafting contracts or are in negotiations that require a contract, please inform the issuer that the contract signer is:

**Wilfredo Hernandez**  
**President for CultureTrust Greater Philadelphia**

If this language is not in the contract, the Business Operations Coordinator will return it to you to change, or have the issuer change.

Contracts are reviewed by CultureTrust staff on the same schedule as Expense Requests. **Contracts that are submitted by 8am on Monday and do not need to be revised will be executed by the Trust President and returned to Project Directors by the end of that Friday.** Any contracts that require a shorter review and execution timeline should be submitted as a Rush order.

The Trust President is the authorized check signer. Any special rush requests for checks to employees, contractors or vendors outside the normal payment schedule are subject to staff availability (to process and cut the check) and Trust President availability (to sign the check).

### Contract Approval Process

1. **All contracts should be sent to our staff via the Portal.** Project Directors may not include their signature/sign any legal documents.
2. Our Internal Coordinator prints, reviews, and delivers these to the Finance Director for financial approval.
3. Once the Finance Director approves the contract, the Community Director reviews the contracts.
4. The Community Director delivers contracts to Trust President.
5. Once a contract has been signed by the Trust President, the Internal Coordinator scans and sends FINAL hard copy contract via email to the Project Director, but does not deliver any contract copies back to vendors (where requested).
6. Once a contract has moved through all of the final approvals on the portal, copies may be shared with vendors or other interested parties. **It is your responsibility as Project Director to send this final approved contract back to the vendor,** and you can access the final contract copies through the portal.