

Letter of Agreement with a Fundholder Organisation

(please ensure to complete both pages of this agreement)

This agreement is between

(Applicant) _____
(hereby referred to as '**The Applicant**'))

and **(The Fundholder)** _____
(hereby referred to as '**The Fundholder**'))

This agreement runs from (the end date should be a year after the start date)

(start date)_____ to (end date)_____.

The Applicant is applying for a grant for the following project:

_____.

Grant amount requested: \$ _____

Does this amount include GST? Yes ☐ No ☐

Note: Regardless of The Fundholder Organisation's status, the amount requested should include GST if The Applicant is *not* GST registered.

Is **The Applicant** registered for GST? Yes ☐ No ☐

GST number if registered:

Is **The Fundholder Organisation** registered for GST? ☐ No ☐

Yes GST number if registered:

Conditions

The Applicant as the grant recipient agrees to:

- spend any money granted to them in accordance with their projected budget and items quoted and in accordance with the Wellington City Council funding agreement
- provide project updates and financial information to The Fundholder and Wellington City Council as requested
- report back to Wellington City Council by the due date using the guidelines provided; and provide The Fundholder with a copy of the report
- advise The Fundholder and Wellington City Council of any significant changes or delays to the project

The Fundholder, as the agent, agrees that upon receipt of a grant, it will (tick one):

- ☐ Transfer the funds to **The Applicant's** bank account
- ☐ Hold the funds and make payments for project costs directly to suppliers

The Fundholder will take reasonable steps to ensure that **The Applicant** spends the grant appropriately and provides a satisfactory report back to Wellington City Council.

The Fundholder acknowledges that if a satisfactory report back is not provided by the due date this may affect The Umbrella Organisation's future eligibility for funding from Wellington City Council.

Signed: for **(The Fundholder)** _____
acting as Agent

Name: _____ Name: _____

Position: _____ Position: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Signed: for **(Applicant)** _____

Name: _____ Name: _____

Position: _____ Position: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Signature: _____ Signature: _____

Date: _____ Date: _____