

Letter of Agreement with an Umbrella Organisation

(please ensure to complete both pages of this agreement)

This agreement is between

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

and **(Umbrella Organisation)** _____
(hereby referred to as 'The Umbrella Organisation')

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 Umbrella 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 Umbrella Organisation** registered for GST? Yes No

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 Umbrella Organisation and Wellington City Council as requested
- report back to Wellington City Council by the due date using the guidelines provided; and provide The Umbrella Organisation with a copy of the report
- advise The Umbrella Organisation and Wellington City Council of any significant changes or delays to the project

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

The Umbrella Organisation 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 **(Umbrella Organisation)** _____
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: _____