



Letter of Agreement for the New York State
Council on the Arts State Community Re-grants Program
Administered by the St. Lawrence County Arts Council



This letter of agreement between Fiscal Sponsor (hereinafter referred to as the CONDUIT) and Organization (Applicant) (hereinafter referred to as the APPLICANT) outlines the responsibilities of the CONDUIT & APPLICANT in connection with the use of grant funds in the amount of <<Total Award>> by the CONDUIT from the St. Lawrence County Arts Council's Community Arts Grant Program, which administers re-grants for the New York State Council on the Arts State Community Re-grants Program, to be used for the completion of *Project Title* (hereinafter referred to as THE PROJECT).

1. The APPLICANT and CONDUIT agree to complete & return the attached Cultural Services Agreement for the project.
2. The CONDUIT agrees to:
 - a. provide advisory and fiscal services to the APPLICANT as needed for the PROJECT which may include any of the following: use of the CONDUIT'S tax exempt status in the purchase of supplies and materials; cash advances against pending grant monies to cover project expenses as described in the grant application budget; use of the CONDUIT'S office space and equipment;
 - b. receive, record and disburse the grant monies to the APPLICANT in accordance with the payment schedule as outlined in the grant application budget and the Cultural Services Agreement attached hereto;
 - c. refrain from making or imposing artistic decisions on THE PROJECT.
3. The APPLICANT agrees to:
 - a. use all grant monies exclusively on THE PROJECT as described in the grant application budget;
 - b. maintain accurate records of all purchases and disbursements and, upon request, make them available to the CONDUIT or to the St. Lawrence County Arts Council (SLC Arts);
 - c. credit the CONDUIT on all publicity, advertisement and acknowledgements related to the project in the form agreed to between the parties;
 - d. prominently credit SLC Arts and the New York State Council on the Arts Decentralization Program on all publicity, advertisements, and acknowledgements related to THE PROJECT as indicated in the Cultural Services Agreement;
 - e. inform SLC Arts and the CONDUIT of any changes in THE PROJECT as originally described in the grant application and outlined in the Cultural Services Agreement immediately upon making decisions that will affect THE PROJECT;
 - f. provide SLC Arts with two complimentary tickets for all funded events that require tickets.
4. In the event of a failure by either party to comply with the terms of this Letter of Agreement or the attached Cultural Services Agreement, SLC Arts shall have the right to demand the return of grant funds from the CONDUIT/APPLICANT. Failure to comply may jeopardize future funding.
5. This Letter of Agreement shall continue in force and is binding until the Project has been completed as described in the grant application and a final report has been submitted to SLC Arts as described in the Cultural Services Agreement.

ACCEPTED and AGREED:

For Fiscal Sponsor (the CONDUIT):

Signed: _____ Date: _____

Print Name: _____ Position: _____

For Organization (Applicant) (the APPLICANT):

Signed: _____ Date: _____

Print Name: _____ Position: _____