

GRANT AGREEMENT

Grant Number: _____ (for office use only)

Project Title: _____

_____ (the "Project")

Palmerston North City Environmental Trust (PNCET) and

_____ (the "Recipient")

hereby agree as follows:

1. PNCET shall provide a Grant to the Recipient (the "Grant"), which the Recipient shall use to implement the Project in accordance with the terms and conditions of this Agreement.

2. The total amount of the Grant is _____.

3. The Project Completion Date is _____.

4. For Large grants, more than \$250, a complete report is required. The report shall include both descriptive and financial parts. Report shall include a narrative account of what was accomplished by the Project, description of progress made toward achieving the goals of the grant and photos and/or video materials of the Project activities.

4.1. A report is due _____ (no longer than one month after a project has been completed).

4.2. The completed report should be emailed to pncetprojectcoordinators@gmail.com

5. The Recipient shall invite PNCET for at least one event/meeting in the frame of the Project.

6. The Recipient agrees to use the Grant only for the purpose for which it was granted and not to use the funds for any purpose prohibited by law.

6.1. The Grant must be used as soon as practical within one calendar year, unless was agreed otherwise. The Grant cannot be held over for use at some time in the future.

6.2. Any unused funds must be returned with the final report to the PNCET.

6.3. Funds cannot be promised for a future event. On-going funding can only be catered for by a separate application every time funding is required.

6.4. Any queries relating to grant applications should come directly from the applicant, to PNCET.

7. Any publicity material (posters, leaflets, advertisements, etc.) created for the project must feature the PNCET logo, which will be provided by the trust.

8. Two copies of this agreement shall be signed and posted. The signed agreement may also be emailed to the Trust. Please email agreement in ONE pdf file, multiple files or pictures will not be accepted.

9. Please sign and return this agreement **within one week** of notification of application results.

The following are the contact addresses to be used for any communication related to the Agreement:

For PNCET: PO Box 1271, Palmerston North, 4410
PNCETProjectCoordinators@gmail.com

For the Recipient: _____

After we receive your signed agreement, we will pay the Grant in one payment. Please provide your **NZ Bank account** number here: _____

This agreement has been prepared in two original copies, one for PNCET and one for the Recipient.

PNCET

the Recipient

(insert name and title)

(insert name and title)