



**Sample Letter of Agreement between Applicant and Fiscal Agent**

NOTE: This outlines a very basic agreement. Applicants and fiscal agents should tailor the content to reflect their own agreement then create a document of their own.

(Date)

This letter verifies the temporary agreement between (fiscal agent name) and (applicant name) for (fiscal agent name) to act as a fiscal agent to (applicant name) for the Vermont Arts Council's \_\_\_\_\_ Grant program.

In doing so, (fiscal agent name) understands they become the legal applicant for this grant. (Fiscal agent name) agrees to redistribute funds to (applicant name) and becomes ultimately responsible for all published requirements of the \_\_\_\_\_ Grant program. This includes contracts, fiscal records, and a final report. In return, (applicant name) will acknowledge (fiscal agent name) on all publicity connected with the grant project, will inform (fiscal agent name) of any changes in the proposed project, and will supply all necessary information for reporting and fiscal records.

(Use this space to elaborate on the nature of the partnership between the applicant and the fiscal agent such as any fee taken by fiscal agent, that reports will be completed in good time by applicant, etc.)

print applicant name \_\_\_\_\_

applicant signature \_\_\_\_\_

print fiscal agent organization name \_\_\_\_\_

print authorizing official name and title \_\_\_\_\_

fiscal agent authorizing official signature \_\_\_\_\_