Christchurch City Council

Agreement between Project Group and Umbrella Organisation

This Agreement is between

_____ ("Project Group") and

_____ ("Umbrella Organisation")

The Umbrella Organisation is a registered Charity, charity number _____.

The Project Group is making an application for a grant through the Christchurch City Council ("Council") for _____ ("the Project").

The amount of funding required for the Project is _____ ("Funds").

The agreement will run from the date of signing until the Accountability Report is received and accepted by Council.

Project Group Obligations

The Project Group agrees that they will:

a. use the Funds for the Project named in the application;
b. provide Project updates to Council and the Umbrella Organisation (if requested);
c. report to Council the use of the Funds, and provide evidence of the same;
d. contact Council and the Umbrella Organisation as soon as possible if the Project cannot be completed or the Funds are no longer needed;
e. report to Council and the Umbrella Organisation on completion of the Project.

Umbrella Organisation Obligations

The Umbrella Organisation agrees that they will:

a. either
    - release the Funds as necessary to the Project Group so that they can complete the Project; or
    - pay invoices provided by the Project Group relating to the Project
b. take reasonable steps to ensure the Project Group spends the Funds for the completion of the Project;
c. provide receipts to the Project Group if paying invoices on the Project Groups behalf;
d. report to Council the use or release of the Funds, and provide evidence of the same (if requested);
e. return the Funds to Council if they can no longer act as Umbrella Group for the Project Group; and
f. return any unspent Funds to Council.

Christchurch City Council

This agreement is conditional upon the Project Group being successful in their funding application with the Christchurch City Council and the Umbrella Organisation and Project Group signing the tripartite Funding Agreement with Christchurch City Council.

Signed for (Project Group) _____

Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Email:	_____	Email:	_____
Phone:	_____	Phone:	_____

Signed for (Umbrella Organisation) _____

Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Email:	_____	Email:	_____
Phone:	_____	Phone:	_____.

Date *(signed by last party)*: