

Letter of Agreement Between Conduit and Applicant

This *Letter of Agreement* between _____
("the **conduit**") and _____ ("the **applicant**") is
entered into for the purpose of setting forth the terms of relationship between the conduit and the
applicant in connection with *Finger Lakes Arts Grants and Services, Inc. (FLAGS) DECentralization Arts
Re-Grant Program*.

This *Letter of Agreement* shall continue in force and be binding until such time as all grant monies
are disbursed to the artist for the project as described in the *FLAGS DEC Application and 2005
Decentralization Funding Agreement and Contract*.

The parties hereby agree to the following specific terms and conditions:

A. The **conduit** agrees to:

- (i) receive, record, and disburse the grant monies to the applicant, it being expressly understood that the grant monies are and shall remain the property of the applicant;
- (ii) refrain from making or imposing artistic decisions on the project or any substitutive changes in the project, it being understood that artistic control and proprietary rights remain exclusively with the applicant;
- (iii) supply proof of not-for-profit status in Cayuga, Ontario, Seneca, Wayne or Yates Counties, indicated by one of the following:
 - a. 501c3 organization of the Internal Revenue Service code;
 - b. NYS Board of Regents Charter, Section 216 of Educational Law;
 - c. Bureau of Charities Registration;
 - d. Section 402 of Non-for-Profit Law;
 - e. Official authorization letter from a unit of local government.
- (iv) Sign and date the *2005 Decentralization Funding Agreement and Contract* upon receipt of award.

B. The **applicant** agrees to:

- (i) credit the conduit on all publicity, advertisements, and acknowledgements related to the project in the form mutually agreed to by the parties;
- (ii) inform the conduit in a timely manner of all substantive changes in the project, as originally described in the *2005 Decentralization Funding Agreement and Contract*.
- (iii) assume all responsibilities and liabilities related to the successful and timely completion of the project as described in the *2005 Decentralization Funding Agreement and Contract*, including the completion of required forms.

Conduit Organization

Director

Date

Applicant

Director

Date