

**Sample Letter of Agreement Between  
APPLICANT and UMBRELLA ORGANIZATION**

*[insert UMBRELLA ORGANIZATION'S letterhead]*

*[insert date]*

To CCAASE Board:

This letter outlines the agreement between the APPLICANT and UMBRELLA ORGANIZATION with regards to each organization's responsibilities.

**Mission Statements**

*[insert the mission statement for UMBRELLA ORGANIZATION]*

*[insert the mission statement for APPLICANT]*

*[insert a statement about how the missions of UMBRELLA & APPLICANT ORGANIZATIONS are compatible]*

**Resolution by UMBRELLA ORGANIZATION accepting APPLICANT**

On *[insert date]*, the UMBRELLA ORGANIZATION Board by resolution accepted APPLICANT as a program of UMBRELLA ORGANIZATION, to lend a 501(c)3 status to APPLICANT for grant applications. *[Insert a reference to an attached resolution]*.

**Budget and Program Administration**

APPLICANT'S Responsibilities

The APPLICANT is responsible for the following items:

*[insert list of responsibilities]*

UMBRELLA ORGANIZATION'S Responsibilities

The UMBRELLA ORGANIZATION is responsible for the following items:

*[insert list of responsibilities]*

The following staff member at the UMBRELLA ORGANIZATION is responsible for overseeing the APPLICANT'S program administration and should be contacted with any questions.

*[insert staff person's name and contact information]*

**Financial Sponsorship**

Does the APPLICANT pay a financial sponsorship to the UMBRELLA ORGANIZATION?

*[insert answer to question above]*

**Ownership of Names, Products, and so forth**

*[insert statement regarding how this will be handled]*

Respectfully Submitted By:

Agreed to By:

\_\_\_\_\_  
*[insert name]*

UMBRELLA ORGANIZATION

\_\_\_\_\_  
*[insert name]*

APPLICANT