

[DATE]

From:

Northwest Connecticut Land Conservancy
P.O. Box 821
Kent, CT 06757

To:

[Recipient Land Trust Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Agreement Regarding *Acquisition Grant Program for Partners*

Dear [Name],

This Letter of Agreement outlines the terms and conditions under which Northwest Connecticut Land Conservancy (the "Grantor") will provide a grant to [Recipient Land Trust Name] (the "Grantee") for the purpose of purchasing land for permanent conservation.

Grant Amount

The Grantor agrees to provide the Grantee with a total of [Grant Amount] for the purpose of acquiring land for conservation.

Purpose of Funds

The funds must be utilized exclusively for the following purpose:

- Grantee will purchase land in the Grantor's service area (Litchfield County, Sherman, Brookfield, Newtown) for permanent conservation. The project known as [Project Name] will conserve [NUMBER] acres in the Town of [TOWN].

Conditions

1. **Use of Funds:** The Grantee agrees to use the grant funds solely for the purpose specified above. Any deviation from this purpose must be approved in writing by the Grantor.

2. **Return of Funds:** Should the Grantee not utilize the funds for the designated purpose, the full amount must be returned to the Grantor.
3. **Acknowledgment:** The Grantee agrees to acknowledge the Grantor's support in any public communication related to the land acquisition as follows:

This project was funded, in part, by Northwest Connecticut Land Conservancy's *Acquisition Grant Program for Partners*.

Additionally, Northwest Connecticut Land Conservancy along with the NCLC logo, when possible, should be included in any funding acknowledgement sign or plaque installed at the property.

Final Reporting

The Grantee agrees to submit final reporting including:

- Written notice within two (2) weeks of closing.
- A short final report will be required within three (3) months of closing including the final project budget, a list of funding sources, demonstration of public acknowledgement to date, and a copy of the filed deed.
- Written notice when any funding acknowledgement sign or plaque installed at the property.

Governing Law

This Agreement shall be governed by the laws of the State of Connecticut.

If you agree to the terms outlined above, please sign and return a copy of this Letter of Agreement by [Insert Response Deadline].

Thank you for your commitment to land conservation in our region. We look forward to working together.

Sincerely,

Amanda Branson, *Director of Operations & Finance*
Northwest Connecticut Land Conservancy

Agreed and Accepted by:

[Recipient Signature]

[Name]

[Title]

[Recipient Land Trust Name]

[Date]