

Social Service Agency User Agreement for Grant Funding Application

Date: [Insert Date]

[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

This User Agreement outlines the terms and conditions under which [Agency Name] will utilize the grant funding provided by [Funding Organization Name] for the purpose of [describe purpose of funding]. By signing this agreement, we acknowledge and agree to adhere to the stipulations outlined herein.

1. Purpose of Grant

The grant funding will be used specifically for [detailed description of intended usage of the funds].

2. Responsibilities of the Agency

- Maintain accurate records of expenditures related to the grant funds.
- Provide timely reports as required by [Funding Organization Name].
- Ensure that all activities funded by the grant are compliant with applicable laws and regulations.

3. Funding Disbursement

Funds will be disbursed to [Agency Name] upon successful completion of the necessary documentation and requirements for the grant.

4. Agreement Duration

This agreement shall commence on [start date] and shall terminate on [end date] unless renewed or extended by mutual consent.

5. Amendments

Any amendments to this agreement must be made in writing and signed by both parties.

By signing below, the authorized representative of [Agency Name] agrees to the terms and conditions set forth in this agreement.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Signature