

**SAMPLE LETTER OF AGREEMENT**  
between  
**Urantia Foundation and Grant Recipient**

This Letter of Agreement (“Agreement”) is made by the “Partners,” Urantia Foundation (“Grantor”) and Grant Recipient (“Grantee”), for the purpose of securing funding through a Mustard Seed Grant in support of the following project: Sample Mustard Seed Grant Project. Urantia Foundation has agreed to award \$X,XXX to Grantee for a period of XX months, commencing on START DATE, and ending on END DATE.

This Agreement establishes a contractual relationship between the Grantor and the Grantee and provides a framework for working together in a spirit of collaboration to achieve our joint purpose.

**GRANTOR OBLIGATIONS**

The Grantor will finance the Project at a maximum of \$X,XXX. The total cost of the Project is \$X,XXX, per the approved Project Budget attached. The Grantee has satisfied the matching grant requirement of a minimum of 25%.

**AWARD PAYMENTS**

- An initial payment (15%) of the total award will be paid to the Grantee upon receiving a signed LOA.
- Interim payments (up to 75%) of the grant award will be paid to the Grantee upon receipt of a complete Interim Report with receipts for expenditures, submitted to the Grantor on a quarterly basis, or at the documented discretion of the Executive Director.
- A final payment (10%) of the total award will be paid to Grantee upon receipt and approval of a Final Report and Financial Accounting.
- The method of payments will be established and agreed upon by the Partners.

**REIMBURSEMENTS**

- The Grantor will only provide reimbursement for expenses directly tied to the approved project activities that have been incurred during the grant period, as defined above in this Agreement.
- Any expenses incurred prior to the commencement date or after the termination date of the project period will not qualify for reimbursement.
- To ensure the eligibility of costs for reimbursement, it is essential that project activities and related expenses occur strictly within the project period.

**GRANTEE OBLIGATIONS**

The Grantee will abide by Urantia Foundation’s [Mission, Vision, Values](#), and [Principal Object](#) during project implementation and is responsible for carrying out the project as described in the approved application.

- **Grantee agrees to include this language in any Project materials accessible to the public: “This project is supported in part by an award from Urantia Foundation. The content, interpretations, and conclusions are those of the project and do not necessarily represent the official position of Urantia Foundation.”**
- Grantee agrees that information from Project reports may be used in Urantia Foundation publications to help raise awareness of the program and solicit donations for future grants.
- Grantee agrees to use funds solely for the approved Project and will not use funds for other financial obligations unrelated to this Project.
- Grantee agrees to return to Grantor any unused funds awarded to this Project within 10 days of Project completion.
- Grantee agrees to obtain authorization from Grantor for any major changes to the Agreement, such as a time extension, a significant project modification, etc.

**PROJECT DELIVERABLES**

Funding is granted to support this project, under the condition that the specified project deliverables and reporting metrics are met. The project deliverables and reporting metrics are detailed on the attached email correspondence.

**REPORTING**

- Grantee will submit the first narrative Interim Report and Actuals to Date Expenses (using Grantor-provided templates) no later than three months after receiving the initial payment. This report will cover activities that have taken place from START DATE to REPORT DATE. Receipts for all expenses must be attached. Grantee will respond to any Grantor requests for modifications or clarifications in writing.
- Additional Interim Reports and Expense Reports may be submitted for projects of a longer duration.
- Grantee will submit a Final Report and Financial Accounting (using Grantor-provided templates) no later than one month after the Project end date. This report will cover activities that have taken place from START DATE through the project end date. Grantee will respond to any Grantor requests for modifications or clarifications in writing.

**GRANT TERMINATION AND REPAYMENT OF FUNDS****RETURN OF FUNDS**

In the event of non-performance or termination of the grant agreement due to the Grantee's inability to fulfill their obligations, the Grantor reserves the right to demand the return of all or a portion of the funds distributed. The amount to be returned will be determined based on the extent of the project completed and the specific terms outlined in this agreement.

**TERMINATION BY THE GRANTOR**

The Grantor may terminate this agreement if the Grantee fails to comply with any material term or condition. Upon termination, the Grantee must cease all use of grant funds and provide an accounting of funds expended. Any unspent or improperly used funds must be returned to the Grantor within thirty (30) days of termination.

**DISPUTE RESOLUTION**

In the event of a dispute regarding the return of funds or any other matter under this section, both parties agree to attempt resolution through good faith negotiations.

**MISCELLANEOUS****USE OF CONTENT**

Grantee agrees, upon clarification of use, that the Grantor may use any available content funded by this grant award, in whole or in part, for the purposes of furthering its mission, and may do so at any time.

**RESOLVING DISAGREEMENTS**

Any significant disagreements to the terms and conditions of the Agreement, including the interpretation and validity of the terms and the respective rights and obligations of the Partners, shall be settled amicably by mutual discussion. Each of the Partners agree to mediate any dispute or claim arising out of this Agreement, or in any resulting transaction, before resorting to arbitration or court action. Our first method of resolving conflict is the Jesus grievance procedure outlined in *The Urantia Book*.

**TERMINATION**

If significant disagreements are unresolvable, the Grantor, with cause, may terminate this Agreement by giving notice to the Grantee. Upon written notice of termination, the Grantor shall be under no further obligation to disburse funds under this Agreement.

**COMMUNICATION**

Any communication relating to this Agreement shall be in writing, using the grant number, to Urantia Foundation's Executive Director, Tamara Strumfeld at [tamara@urantia.org](mailto:tamara@urantia.org).

**MODIFICATION OF AGREEMENT**

This Agreement may be supplemented, amended, or modified only by the mutual and written agreement of both Partners.

This Agreement is effective as of the date of the last signature below.