

## LETTER OF OFFER STRATEGIC INITIATIVES FUND

**Subject:** Letter of Offer between the Department of Wellness, Culture and Sport (hereinafter called the “Department”) and \_\_\_\_\_ (hereinafter called the “Applicant”)

Dear \_\_\_\_\_:

We are pleased to inform you that the Department has approved **{amount}** under the Strategic Initiatives Fund to cover costs associated with the project entitled **{name of project}**.

The following terms and conditions will apply:

1. All activities supported with financial assistance from the Department will be as per your proposal and must end no later than March 31.
2. Funding will be provided in the form of a grant, provided in its entirety at the beginning of the project.
3. A final report must be submitted no more than 30 days after the project has been completed and must include a copy of any documents, studies, materials that may be produced as a result of this project.
4. The Applicant shall preserve and keep available for audit, the books, records and accounts associated with this project for up to 36 months after the project has been completed.
5. All public announcements concerning this project must be coordinated with the Department.
6. The Applicant shall indemnify and save harmless the Department from all claims, demands, actions and causes of action of third parties that may arise from this contract.
7. The Applicant must sign and date the original Letter of Offer. The Applicant must keep a copy for their files and the original must be returned to the Department. The Letter of Offer is the official contract that stipulates the terms of conditions that will be enforced.

\_\_\_\_\_  
Applicant (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (signature)

\_\_\_\_\_  
Department Representative (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Representative (signature)