

Name

Address

Date

Town of Carrboro
301 W Main St.
Carrboro, NC 27510

Dear Town of Carrboro,

The purpose of this letter is to state my intent to act as the administrative and fiscal agent for an application to the Town of Carrboro's Green Neighborhoods Grant Program (project description)

I have discussed serving in this role with project participant(s) in my neighborhood.

I understand that as the group's administrative and fiscal agent, I will be responsible for the following:

- Completing the grant application
- Executing the grant agreement with the Town
- Ensuring that grant funds are used in compliance with the grant agreement
- Making a report(s) to the Town about the program accomplishments and expenditures of the grant funds
- Providing the Town with a Federal Tax ID number

I certify that I have the authority to serve as the Fiscal and Administrative Agent for this project.

Signature

Date