

**TEMPLATE LETTER FOR TRANSFERRING GAS TAX FUNDS TO A
3RD PARTY OR NON-MUNICIPAL ENTITY**

Dear (3rd party entity contact's name);

On behalf of the Municipality of (your municipality), I am pleased to inform you that the (name of the non-municipal entity) has been approved for funding in the amount of \$ (funding amount). We are pleased to partner with your organization to assist with the costs of the (project type) located at (project location). Eligible expenses for this project will be for capital costs associated with (scope of work). The project work must be completed prior to (project deadline).

As with other similar funding opportunities, there are conditions that must be met in order for the Municipality to be able to provide a full report for auditing purposes throughout the project.

Funding provided for this project comes from the federal Gas Tax Fund Program which also has specific guidelines which must be adhered to. This includes having your Executive read the attached Municipal Funding Agreement (MFA) requirements and signing this letter below, indicating your agreement and compliance with the terms and conditions.

Please take particular note of the length of time that you are required to hold detailed project information (including receipts) and follow all communications protocols. Also, your organization will be required to provide detailed project information as required in the Municipal Annual Expenditure Report (AER).

The Municipality recognizes the valuable service that your organization provides to our communities, making our community a great place to live, work and play. Strong communities are built on many people working together, and (type of non-municipal entity: not-for-profit, for profit or non-governmental organization) organizations are one of the many partners that municipalities recognize as being key players in their communities.

Sincerely,

(name of authorized municipal representative)

I, (3rd party entity contact's name), as an authorized representative of (the non-municipal entity organization) confirm that I have read the New Federal Gas Tax Program's Municipal Funding Agreement for the Municipality of (name) and agree to comply with the terms and conditions contained within.

Name:

Witness:

Date: