



Project Agreement Form

GENERAL INFORMATION

This Project Agreement is established between the BVA Organization and the BVA Volunteer:

Date of Initial Meeting

BVA Organization

BVA Volunteer

Contact and Title

Name and Title

Organization

Company

Mailing Address

Mailing Address

City, State, Zip

City, State, Zip

Contact's Phone

Phone

Contact's Email

Email

BVA Project

Proposed Timeframe

Start Date _____

Completion Date _____

Approximately how many hours will this project take to complete? _____

Scope of Work

Please use the form below or respond to the questions in a separate document to be attached.

1. Summarize the primary goal(s) for the project.

Explain issue(s) to be addressed, short-term objectives to be met, goals for learning and project outcomes, etc.

2. Outline the major activities of the project.

Describe the scope of work to be provided by the BVA Volunteer and the organization. Clarify the roles and responsibilities of the parties, such as documents and records to be provided by the organization, timeline commitments, meeting locations, type of meetings, etc.

3. List the names of all organization representatives who will be involved in the project.

List name and title for each participant, including as staff, Board, volunteer, etc.

RESPONSIBILITIES AND AUTHORIZATIONS

The BVA Organization is responsible for the following:

- a) Return the signed and completed Project Agreement and its attachments to the Greater Hartford Arts Council;
- b) Submit all requested materials to the BVA Volunteer for preliminary work and/or research (i.e. financial reports, publications, planning documents, etc.);
- c) Submit a BVA Organization Check-in Form to the Greater Hartford Arts Council as requested; and
- d) Submit a completed BVA Organization Final Report of to the Greater Hartford Arts Council within four weeks of the completion of this consulting assignment.

The BVA Volunteer is responsible to:

- a) Discuss, complete and sign the Project Agreement and its attachments before commencing the BVA Project outlined and attached;
- b) Provide timely execution of the agreed upon BVA Volunteer services outlined and attached;
- c) Submit a BVA Volunteer Check-in Form to the Greater Hartford Arts Council as requested; and
- d) Provide a draft BVA Volunteer Final Report to the Client for review, discussion and approval prior to submitting the mutually agreed BVA Volunteer Final Report to the Greater Hartford Arts Council within four weeks of the completion of the project.

This project has approval of the Board of Directors.

Yes No

The undersigned agree to the Business Volunteers for the Arts Project described in this agreement and its attachments. *(Please note this is an agreement, not a contract. It is meant to be a general guide to the project, not a legal document.)*

BVA Organization

BVA Volunteer

Signature

Signature

Date

Date

SUBMISSION

Please save the agreement and its attachments for your records and email all documents to Ashley Sklar at asklar@letsgoarts.org and/or Alison Fernandez at afernandez@letsgoarts.org.