

## ARTA Laptop/Tablet/Computer Grant Agreement

The ARTA Communications Committee is making available a grant of up to \$1,000 for the purchase of a laptop or tablet to incoming members of the Board of Directors or Standing Committees.

The purpose of this grant is to enable the member to carry out board and committee responsibilities and duties through the use of appropriate technology. The member accepting this grant does so with the following conditions:

1. The recipient of the grant has purchased a laptop or tablet computer and installed as a minimum the following software:
  - a. Internet browser such as Explorer or Google Chrome
  - b. Virus protection
  - c. Email program for communication purposes
  - d. Word program
  - e. Program to read PDF files such as Adobe Reader
  
2. The recipient of the grant of \$\_\_\_\_\_ (up to \$1,000) agrees to the following repayment schedule:
  - a. \$\_\_\_\_\_ (\$1,000 or 100% of grant) if he/she ceases to be a member of the ARTA Board of Directors or Standing Committee prior to the first anniversary of his/her grant.
  - b. \$\_\_\_\_\_ (\$500 or 50% of grant) if he/she ceases to be a member of the ARTA Board of Directors or Standing Committee prior to the second anniversary of his/her grant.
  - c. \$\_\_\_\_\_ (\$250 or 25% of grant) if he/she ceases to be a member of the ARTA Board of Directors or Standing Committee prior to the third anniversary of his/her grant.
  
3. A copy of receipts must accompany this completed grant agreement that should be submitted to the ARTA office for approval by the Communications Committee.
  
4. The above contract expires after serving a full three years as a member of the ARTA Board of Directors or Standing Committee. The committee member may then reapply for a computer grant to cover another three-year term.

Grant Recipient's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Signature of Grant Recipient

\_\_\_\_\_  
ARTA Executive Director or Designate Signature

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_