



FARM PROGRAM
International Rescue Committee
5227 N.7th Street
Phoenix, AZ 85014
Contact: Timothy Olorunfemi, (602) 433-2440 ext. 239

LETTER OF AGREEMENT

This letter of agreement between IRC and the FARM Program client named at the bottom of this agreement, details responsibilities of both parties in connection with the IRC Fostering Agricultural Refugee Microenterprise (**FARM**) Program. **By initialing each section, the client agrees that they understand the contents of the section.**

IRC Responsibilities

The IRC agrees:

- To provide the client with access to business training, as determined necessary by program staff.
- To provide opportunities for the client to meet individually for business counseling.
- To help the client with research, as necessary, for their business.
- To assist the client with necessary information that will help in accessing loan for the business.
- To treat the client politely and with respect.
- To protect the client's privacy by securing personal and financial records and keeping all such information **confidential** within the IRC.

_____ Initials

Client Responsibilities

The Client agrees:

- To meet with the IRC for an orientation.
- To keep scheduled appointments with IRC staff and/or other service providers involved in the program.
- To attend all scheduled workshops/Trainings necessary for the agricultural business.
- To provide the IRC with **updated address, phone number, and emergency contact information.**
- To be honest in all statements made to the IRC, both spoken and written.
- To complete all paperwork of all leases, contracts with any other party and any business relationships prior to IRC financial or input supports.

_____ Initials

Mutual Understandings

Both parties agree that:

- **Termination from the program** may occur if the client violates program guidelines, misrepresents information on the application, or conducts any fraudulent activity.
- Participation in the program **does not** guarantee that you will receive a loan.
- Any amendment to the client letter of agreement must be in writing and signed and dated by both parties. Such an amendment will supersede the agreements of this document.
- The client is expected to participate in data collection related to the program. The client may be asked to complete surveys and provide information in interviews.
- The IRC and collaborating organizations/individuals are not responsible in the case that the program changes or if there is misinterpretation of program guidelines. The IRC is not liable for charges in funding that impact this program.

_____ Initials

Photo Permission and Release: This program relies on donations. Photographs are an important way that IRC can show donors that refugees are successful in this program. Your cooperation in being photographed during/ after you complete the program will help IRC fundraise so that other refugees can continue to benefit too.

_____ I agree that IRC can take my pictures and /or my family's at any time in the course of this program and can be displayed in any public place or internet for the purpose of reporting or promotion of the program.

_____ IRC has my permission to use my photographs on posters, brochures and other advertising materials

Certification

Client Name(s): _____ Signature: _____ Date: _____

IRC Staff Signature: _____ Date: _____