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This agreement is between the Adventist Development & Relief Agency New Zealand (ADRA) and the ………………………………………………………………. Seventh-day Adventist Church (LTN Response Team) dated ……….……………..………….. 2021.

1. ADRA will provide an initial grant of $........................... to support your local Love Thy Neighbour (LTN) response to families/households in need.
2. The LTN response team will utilise existing connections and links to the community to identify families/households that are in need and fit the following criteria for assistance:

* People who have lost a job or had their income significantly reduced a result of the pandemic and within their bubble are still in need.
* Vulnerable groups including Māori and Pasifika, the elderly, solo parents, homeless, and people living with disabilities, who are struggling to make ends meet.

1. In accepting the grant, the LTN response team accepts responsibility for the recording, reporting, and distribution of the funds in a timely manner with the appropriate information and branding templates. Details will be recorded on the distribution excel form provided and emailed to [sallylavea@adra.org.nz](mailto:sallylavea@adra.org.nz) in *electronic form*. All receipts will be submitted to the Church treasurer. Team members will represent ADRA and the Church in the highest regard, and the email [adra.info@adra.org.nz](mailto:adra.info@adra.org.nz) will be provided to families for any feedback or concerns relating to this response.
2. Assistance to families/households will be provided in the following ways:

(Select up to 3 max)

* Supermarket Gift cards
* Mobile Top Ups
* Food Packs
* Hygiene Packs
* Other (specify) …………………………………………………………..............
* Other (specify) ………………………………………………………………………

Limits of up to $100 per week per family/household, to a maximum of $300 over the course of the response. Any exceptions require approval via email to the ADRA Programme Manager.

1. Additional fund requests should be made via email to the ADRA Programme Manager. Requests will be answered within 24 hours of receipt, and are dependent on the return of the fully completed information spreadsheet reconciling the previous funds, as well as the availability of the LTN response funds remaining.
2. The Church LTN response team will follow the health and safety guidelines from Government including wearing the appropriate PPE gear, as well as contactless delivery. Teams should be kept to a minimum to eliminate the bursting of bubbles and any vulnerable individuals i.e. 55+ and/or with any existing health conditions be excluded from the team going out into the community. Members should be police vetted or have completed their Adsafe training. The volunteers are as follows:

|  |  |  |
| --- | --- | --- |
| Name | Email | Contact No. |
|  |  |  |
|  |  |  |
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|  |  |  |

1. The response to assist families will be timely, with assistance being provided within a 24-48 hour timeframe. Any funds provided to the Church which have not been utilised by the end of the response will be returned to ADRA.
2. The Church bank account will be utilised to transfer the response funds across to. The response grant from ADRA will be transferred upon the receipt of the signed and completed agreement.

CHURCH BANK DETAILS

Bank: …..……………..……………………………………………………………………………………………………………..

Account Name: …………………………………………………………………………………………………………………. ­­­­­­­­­­­­­­­­­­­­­­­­

Account No: ………………………………………………………………………………………………………….…………..

**SIGNATORIES**

Team leader: ……………………………………………………… …………………………………… ……………………

(First & Last name) (Signature) (Date)

Church Minister: …………………………………………………… ………………………………… ……………………

(First & Last name) (Signature) (Date)

Church Treasurer: ………………………………………………… …………………………………… ……………………

(First & Last name) (Signature) (Date)

ADRA Contact: …………….. Sally Lavea ………………….. …………………………………… ……………………

(First & Last name) (Signature) (Date)

Sally Lavea

ADRA Programme Manager

Email: [sallylavea@adra.org.nz](mailto:sallylavea@adra.org.nz)

Mobile: 021 135 7494