

## **CONTRACT FOR GRANTWRITING SERVICES**

- I. This is an agreement between the Dogood Organization (Client) and Raisa Lott (Contractor).
  
- II. *Scope of Services:* Contractor agrees to provide the following services for Client:
  1. Research grant prospects and advise client on which ones to approach and how.
  2. Work with staff to interpret guidelines, and gather material and information necessary for a strong proposal.
  3. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission.
  4. Attend meetings necessary to accomplish the required work.
  
- III. *Compensation:* The Dogood Organization agrees to compensate Contractor at the rate of \$XX.00 per hour. Contractor will keep careful track of hours spent on Dogood business and submit an itemized invoice on a monthly basis. Billable hours will include all activities mentioned in II, as well as proposal preparation and editing, telephone consultations, and travel time to meetings and to deliver proposal or materials if necessary. (Travel time will be billed only if outside Seattle, and will be charged at 50% of the usual rate.) Time will be rounded to the nearest quarter hour. Amount due shall be paid to Contractor within 30 days of receipt of invoice.
  
- IV. *Independent Contractor:* Contractor acknowledges that services rendered under this agreement shall be performed by her as an independent contractor. Contractor is responsible for the payment of all federal, state and local income taxes related to her fees for service.
  
- V. *Confidentiality:* Both parties agree to adhere to generally accepted confidentiality practices and to provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization or its donors. "Private information" does not include information available in the public domain.
  
- VI. *Guarantees:* Contractor shall perform all duties requested and agreed to by both parties and shall submit work in good faith. However, the Contractor does *not* imply or promise any guarantee that the grant proposals will be funded. Payment is due even if Client does not submit proposal or receive a grant.
  
- VII. This contract may be renegotiated or terminated with 14 days' written notice at the request of either party.

Contractor: **Raisa T. Lott**  
Address: 314 65th Ave. NE  
Seattle, WA 98125

Client: **Dogood Organization**  
1800 Commercial Ave.  
Seattle, WA 98112

Phone: [REDACTED]  
FAX: [REDACTED]  
E-mail: [REDACTED]  
SSN: [REDACTED]

(206) 364-1234  
(206) 364-5678  
dogoodorg@earthlink.com

Signature:

Signature:

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Raisa T. Lott, Contractor

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Joseph H. Goodwright  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_