

## CONTRACT FOR GRANTWRITING SERVICES

I. This Contract Agreement is made this DATE day of MONTH YEAR between:

Organization Name ("Client"): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Having its principal place of business at:  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

And **CONSULTANT'S BUSINESS NAME.** ("Contractor") having its principal place of business at:

ADDRESS.

Phone: .

Fax:

Email: .

II. *Scope of Services:* Contractor agrees to provide the following services for Client:

1. Conduct prospect research to identify prospective funders for Good Samaritan programs.
2. Compile research data and develop grantwriting plan.
3. Review organization materials and research/review other background information as necessary in order to create letters and proposals.
4. Write and edit proposals to prospective grantors.
5. Attend meetings in person and/or by telephone necessary to accomplish the required work.

III. *Compensation:* The Client agrees to compensate Contractor at the rate of \$X per hour. Contractor will keep careful track of hours spent on Client business and submit an itemized invoice on a monthly basis. Billable hours will include all activities mentioned in Section II, as well as telephone consultations and information exchanges via phone and email, communication with prospective funding agencies to clarify guidelines/instructions or to request information, and travel time to/from meetings and to deliver proposals if necessary. Time will be rounded to the nearest quarter hour. There is a minimum charge of one hour per letter of inquiry and two hours per proposal. Amount shall be paid to Contractor within 15 days of receipt of invoice. A late fee of 1.5% per day will be assessed for any payment not received within 20 days of the submission of an invoice. In addition to the hourly fee, Client shall be responsible for providing or reimbursing the cost of stationery, postage, copying, telephone, and/or extraordinary travel expenses incurred in the course of providing said services. Contractor shall be responsible for providing all simple office supplies and equipment for the purposes of fulfilling the terms of this agreement.

IV. *Independent Contractor:* Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that

this undertaking is not a joint venture. Contractor is responsible for the payment of all federal, state and local income taxes.

- V. *Confidentiality:* Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in the fulfillment of this contract.
  
- VI. *Guarantees:* Contractor shall use all resources at Contractor's disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. However, no guarantee of receipt of funding by the Client is implied or promised by Contractor. Payment is due even if Client does not submit proposal or receive a grant. In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. Client also recognizes that if grants are received, Client is responsible for any acknowledgments and reports to funders.

This agreement shall constitute the entire agreement between the parties and shall remain in effect for twelve months, with extension or amendment by written agreement between both parties. This agreement may be terminated or renegotiated by either party with 14 (fourteen) days' written notice (by email or postal mail) to the other party.

**CONSULTANT'S BUSINESS NAME**

**CLIENT'S BUSINESS NAME**

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Name:  
Title:  
Date:  
UBI #:  
EIN:

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Name:  
Title:  
Date: