

Grant Writing Agreement

This Agreement (“Agreement”) is made and entered into as of the date of the last signature below, by and between:

Client:

[Client's Name/Business Name]

[Client's Address]

[City, State, Zip Code]

Grant Writer:

Drew Jaussaud

1705 S. Conwell

Casper, WY 82601

Whereas the Client desires to hire the Grant Writer to provide grant writing services, and the Grant Writer agrees to provide such services under the terms outlined below.

1. No Guarantee of Success

The Client understands that contracting the Grant Writer does not guarantee that any application submitted will result in an awarded grant. The Grant Writer agrees to perform services in good faith and to the best of their ability, but cannot guarantee specific outcomes.

2. Scope of Work

The Grant Writer shall perform the following services:

- Author and prepare grant narrative(s) in collaboration with the Client's subject matter expert(s).
- Provide necessary revisions and documentation for the application
- Any additional services outside of this scope will require a separate agreement or amendment to this Agreement.

The Client, in advance of the grant's deadline, shall be responsible for and provide all required materials in supplement to the narrative, including but not limited to the following:

- Budgets
- Graphics
- Statistics
- Client's policies and procedures
- Detailed project and/or program description(s)
- Previous copies of the grant application (if possible),
- Other attachments and deliverables as necessary or required by the Request for Proposal.

The Client shall provide a sole point of contact to coordinate and collaborate with the Grant Writer as necessary.

The Client shall ensure all internal and external permissions have been secured to submit the proposal, including but not limited to senior leadership, governing boards, offices of foundations, grants, research, and economic development etc.

The Client shall be responsible for uploading, certifying, and submitting the final proposal.

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3. Payment Terms.

3.1 Project-by-Project Payment Schedule | Estimates are free and calculated at \$55/hr.

Payment 1: 50% of the project estimate to be paid upon the signing of the contract

Payment 2: 30% of the project estimate to be paid upon the delivery of the First Draft

Payment 3 (Final): 20% of the project estimate to be paid upon delivery of Final Narrative.

-or-

3.2 Retainer Agreement

The Client agrees to pay the Grant Writer \$[#,###] per month, due on the first day of each month. Unless otherwise agreed, the Grant Writer shall be available for [x] hours per month for consulting and grant-writing services. Unused time is not refundable. Applications requiring additional time may be billed at \$55/hour. The retainer may be cancelled at any time, with written notice. All of the Client's work to date shall be turned over to the Client.

Payments are due within 30 days of receipt of the invoice, which will be issued upon completion of the project. Any overdue payments will be subject to a monthly late fee of \$50.

4. Law to Govern

This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming, without regard to its conflict of laws provisions.

5. Indemnification

The Client agrees to indemnify and hold harmless the Grant Writer, its officers, employees, and agents from any claims, losses, liabilities, or damages arising out of the Client's use of the grant proposals, including cases of negligence or wrongful conduct by the Grant Writer. This provision shall survive termination of the Agreement.

6. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information exchanged during the term of this Agreement. This includes but is not limited to, financial data, grant-related strategies, and other confidential materials. This obligation will remain in effect even after the termination of this Agreement.

7. Communications

All communications between the Client and the Grant Writer shall be in writing and may be sent by email, SMS/text, postal mail, or other mutually agreed-upon methods. The Grant Writer will make reasonable efforts to respond to inquiries and provide updates on the status of the grant writing process in a timely manner.

8. Termination

Either party may terminate this Agreement by providing written notice to the other party. In the event of termination, the Client agrees to pay for all services rendered up to the date of termination, and the Grant Writer agrees to deliver all work completed to date.

9. Relationship of the Parties

The relationship between the Client and the Grant Writer is that of independent contractors. Nothing in this Agreement shall be construed as creating an employer-employee relationship, joint venture, or partnership between the parties.

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10. Entire Agreement

This Agreement constitutes the entire understanding between the Client and the Grant Writer and supersedes all prior discussions or agreements, whether oral or written. Any amendments to this Agreement must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

Client:

Signature: _____

Printed Name: _____

Date: _____

Grant Writer:

Signature: _____

Printed Name: _____

Date: _____

SAMPLE