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GRANT WRITING FUND RAISING CONSULTING

Service Agreement Between Grant Staff, Inc. and The Village of Homer Glen

On this 20th day of October 2023, The Village of Homer Glen accepts this service agreement with Grant Staff, Inc. As part of this agreement, the following obligations are set forth:

The Village of Homer Glen:

Village of Homer Glen recognizes the responsibility to provide input and information, charts, budgets, and the information needed for the completion of all grants and forms.

Village of Homer Glen recognizes the responsibility that the information that is provided is an accurate representation of the agency. Failure to provide all requested information, submit grants or follow-up in a timely manner, or misrepresentation of information of funds received will void the service agreement.

Full payment is received prior to any work being completed. All hours will be held until used, and there are no cash refunds. Village of Homer Glen agrees to hold harmless for service provided under this agreement.

Grant Staff, Inc.

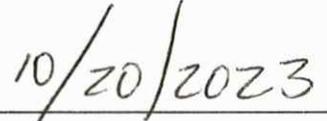
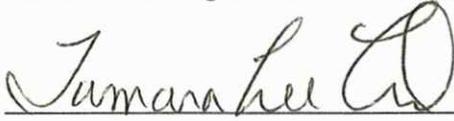
To function as your development and fund-raising staff, Grant Staff, Inc. will fully understand your services and the population you serve, as well as your funding priorities and needs. After completing the research, we will write and prepare grant/funding proposals for you to submit, modifying content and/or length to fit specific proposal guidelines and/or giving criteria. We will also create a report to record all submissions and follow-up steps completed.

Grant Staff, Inc. is not considered a professional fundraiser as defined by state statutes but rather a non-profit writer, researcher, strategist, manager, and consultant that produces materials to support fundraising campaigns and priorities. At no time will Grant Staff, Inc. have custody or control of contributions from funders, nor will Grant Staff, Inc. be involved in the direct solicitation of donations outside of our service agreement. Grant Staff, Inc. complies with the ethical standards the Association of Fundraising Professionals (AFP) set forth and will not take commission from any completed work.

All work is billed and reported in 15-minute increments. No work is completed before agreed-upon assignments. We will schedule Zoom calls or in-person meetings to discuss assignments, completed research or preparation for grant submissions. Questions, comments, or e-mails taking less than 15 minutes are at no charge.

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CHANGING THE WORLD, ONE GRANT AT A TIME.

This agreement contains the parties' understanding and supersedes all previous oral and written agreements regarding the subject. Both parties acknowledge that they have read and fully understand and agree to the terms and conditions of this agreement



President, Grant Staff, Inc

Date

Tamara Lee Leonard



Village of Homer Glenn

Date

