

Contract for Grant Writing Services

This Contract ("Agreement") is made and entered into as of this ____ day of _____, 2024, by and between the City of Dodgeville, a municipal corporation located in Dodgeville, Wisconsin (hereinafter referred to as the "City"), and Julia Oellerich, an independent contractor (hereinafter referred to as the "Contractor"). The City and the Contractor are collectively referred to as the "Parties."

WHEREAS, the City desires to retain the services of the Contractor for the purpose of grant writing activities; and

WHEREAS, the Contractor has the requisite skills, experience, and qualifications to provide such services to the City;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

1. Engagement of Services

- 1.1. The City hereby engages the Contractor to perform the services described herein, and the Contractor hereby accepts the engagement.
- 1.2. The Contractor shall perform the following services (the "Services"):
 - a. Grant Research: Identifying potential grant opportunities that align with the City's needs and priorities, reviewing grant guidelines and eligibility requirements, compiling a list of potential funding sources, and evaluating the feasibility of applying for specific grants.
 - b. Grant Writing: Drafting and preparing grant proposals, including writing narratives, preparing budgets, and compiling all required documentation, ensuring compliance with grant guidelines, and submitting grant applications.
 - c. Grant Reporting: Working with appropriate City staff with preparing and submitting required reports to grantors, including progress reports, final reports, and financial reports, ensuring all reporting requirements and deadlines are met, and maintaining records of grant activities and outcomes.

2. Compensation

- 2.1. The City agrees to pay the Contractor for the Services at the rate of Fifty Dollars (\$50.00) per hour.
- 2.2. The Contractor shall submit detailed invoices to the City on a monthly basis, indicating the hours worked and a description of the Services performed.
- 2.3. Payment shall be made by the City within thirty (30) days of receipt of an invoice from the Contractor.

3. Term and Termination

- 3.1. This Agreement shall commence on the date first above written and shall continue in effect until terminated by either party upon thirty (30) days written notice to the other party.
- 3.2. The City may terminate this Agreement immediately for cause if the Contractor fails to perform any of the material terms of this Agreement.

4. Independent Contractor

- 4.1. The Contractor acknowledges that she is an independent contractor and is not an employee of the City. The Contractor shall have no authority to bind the City in any manner.
- 4.2. The Contractor shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement.

5. Responsibilities of the Contractor

- 5.1. The Contractor shall be responsible for performing the Services in a professional and diligent manner.
- 5.2. The Contractor shall not be responsible for the following activities:
 - a. Project design: Activities involved in conceptualizing and planning projects, including defining project objectives, developing project plans, designing project structures, creating timelines, establishing budgets, identifying resources, and determining project feasibility.
 - b. Project management: Activities related to the execution and oversight of projects, including coordinating tasks, managing teams, monitoring project progress, ensuring adherence to timelines and budgets, resolving issues
 - c. Grant accounting: Financial management activities, including maintaining financial records, preparing financial statements and reports, managing audits, and overseeing the proper allocation and expenditure of grant monies.

6. Confidentiality

- 6.1. The Contractor agrees to keep confidential all information provided by the City or acquired by the Contractor in the performance of the Services, except as required by law or with the prior written consent of the City.

7. Indemnification

- 7.1. The Contractor agrees to indemnify and hold harmless the City, its officers, agents, and employees, from any and all claims, liabilities, damages, and expenses, including reasonable attorneys' fees, arising out of or in any way connected with the performance of the Services by the Contractor.

8. Miscellaneous

- 8.1. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter hereof.
- 8.2. This Agreement may only be amended by a written document signed by both Parties.
- 8.3. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 8.4. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be severed from the Agreement, and the remaining provisions shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

City of Dodgeville

By: _____

Name: _____

Title: _____

Julia Oellerich

By: _____

Julia Oellerich