



## CONTRACT FOR GRANT WRITING SERVICES

**THIS CONTRACT FOR SERVICES** is made and entered into the 28<sup>th</sup> day of September 2021, by and between The Village of Homewood and Paul Zaremba.

### WITNESSED:

**WHEREAS**, the Village of Homewood (“Homewood” or “Village”) desires to engage Paul Zaremba (“Zaremba” or “Grant Writer”) to assist the Village of Homewood with enhancing its ability to provide quality services and programs to its residents, by pursuing grants and other funding.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and conditions herein contained, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Village of Homewood and Grant Writer agree:

**Term:** This Contract and Grant Writer performance hereunder shall be extended for a period of 7 months commencing September 30, 2021 and terminating April 30, 2022, unless sooner terminated as provided in this agreement.

**Duties of Grant Writer:** Zaremba shall provide the services set forth in the Statement of Work, which is attached as *Exhibit A* and such other services as the parties may hereafter agree to in writing.

**Duties of the Village of Homewood:** The Village of Homewood may provide the following to Grant Writer in connection with this agreement:

Printing of all material produced by Grant Writer in connection with this agreement.

Access to information to assist Grant Writer in connection with their performance of their services hereunder.

**Consideration:** As compensation for Grant Writer’s services Homewood shall pay Grant Writer \$3,750.00 per month.

**Independent Contractor:** Zaremba provides grant writer services for other entities in addition to Homewood and will utilize his own equipment and resources to perform this agreement. Zaremba shall determine the dates, times, and locations where he will provide services, provided he submits monthly status reports to the Assistant Village Manager and makes himself available for meetings with Village staff and elected officials as needed to complete grant applications.

Nothing contained in this Contract shall create any relationship between the parties other than as an independent contractor. The Village of Homewood will not reimburse travel expenses or pay any benefits for Grant Writer, including but not limited to health insurance, paid vacations, paid holidays, paid sick leave or disability insurance coverage.

Grant Writer shall have no authority (i) to bind Homewood in any manner for any purpose or (ii) to assume or create any obligation of any kind, expressed or implied, on Homewood's behalf.

**Homewood to Approve Grant Applications:** Any grant and or funding opportunity must be approved by Homewood.

**Confidentiality of the Village of Homewood's Information:** Zaremba acknowledges that Homewood may disclose otherwise confidential information to him in furtherance of this agreement. Zaremba agrees to protect the confidentiality of the aforementioned information and shall not disclose or discuss it with other parties without Homewood's prior consent; provided, however, that:

In the event Grant Writer receives a subpoena or other valid administrative or judicial process or order requiring the release of the aforementioned information, Grant Writer shall provide prompt notice to Homewood and shall thereafter be entitled to comply with the subpoena.

**Ownership of Document and Digital Materials:** All original final grant applications, plans and reports and other formal original documents (both hard copies and digital) prepared or developed by Grant Writer pursuant to the Contract (the "Deliverables") shall, upon Homewood tendering of all amounts payable hereunder, become the exclusive property of Homewood. Grant Writer shall; however, be entitled to retain work papers and other materials not defined herein as Deliverables. Use of the Deliverables without Homewood's prior consent is prohibited.

**Termination:** Either party may terminate this Contract. with or without cause, upon thirty (30) days written notice. At least 10 days prior to a termination, the Grant Writer shall deliver all written and digital documents, research, funding agency contacts, funding agency and web portal application passwords, passcodes and user names associated with all grants and funding.

**Successors and Assignees:** This Contract shall be binding on, ensure to the benefit of the parties and their respective successors and assignees.

**Governing Law:** This Contract shall be governed by Illinois law. The parties agree that the venue for any action to enforce this agreement shall be the Circuit Court of Cook County, Illinois.

**Waivers and Amendments:** This Contract may only be amended by a written instrument executed by the parties. The failure of any party to require performance of any provision hereof shall not affect its right at a later time to enforce the same.

**Entire Contract:** This Contract sets forth the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, arrangements and understanding, written or oral, relating to the subject matter hereof.

**Invalidity:** The invalidity or lack of enforceability of any provision of this Contract shall not affect the validity and continuing effectiveness of any provision.

**Headings:** The headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

**Counterparts:** This Contract may be executed simultaneously in several identical counterparts, and each shall be deemed an original but all of which together shall constitute on and the same instrument. In making proof of this Contract, it shall not be necessary to produce or account for more than one such counterpart.

Notice: Notices under this Agreement shall be sent:

**To the Village:**

Jim Marino  
Village Manager  
Village of Homewood  
2020 Chestnut Rd.  
Homewood IL 60430

**With a copy to:**

Christopher J. Cummings  
Village Attorney  
2024 Hickory Rd., Suite 205  
Homewood IL 60430

**To the Grant Writer:**

Paul Zaremba  
5802 Sunrise Avenue  
Clarendon Hills IL 60514

**IN WITNESSES WHEREOF**, Zaremba and Homewood have executed this Contract as of the date and year first written above.

**VILLAGE OF HOMEWOOD**

**GRANT WRITER**

By: (printed) Richard Hofeld  
\_\_\_\_\_

By: (printed) Paul Zaremba  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Village President  
\_\_\_\_\_

Title: Grant Writer  
\_\_\_\_\_

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

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

## **EXHIBIT A**

### **STATEMENT OF WORK**

**GRANT WRITER:** Under the direction of the Village Manager's Office, the Grant Writer will research and evaluate available grants and other funding opportunities on Homewood's behalf, prepare grant/funding proposals and applications, attend potential funding meetings and research, (i.e., internet and funding sites; identifying funders, establish contact with funders, obtaining proposal guidelines and applications, etc.).

**Specifically:**

1. Research grant and funding prospects and advise Village on which ones to approach and how.
2. Work with staff to interpret guidelines, and gather material and information for a strong proposals.
3. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission before the grant submission deadline.
4. Attend meetings to accomplish the required work.

**GRANT WRITING:** The Consultant will write and submit grant and funding applications in pursuit of funds from local, state, federal and/or private funding sources. Grant Writer will submit a written list of sources and obtain Homewood's permission, prior to the pursuit of any funds from the source on behalf of Homewood with subsequent grant proposal or application. In summary, Homewood reserves the right to accept or reject any funding sources Grant Writer pursues on its behalf.

**Grant Writer will be responsible for and will complete these items as directed:**

**A. Prioritization of Needs/Grant & Funding Availability**

Grant Writer will meet periodically with Village Manager or designee to prioritize grants and funding opportunities identified in the plan of action to better ensure that funding is both available and attainable. Village Manager will assign staff support (if needed) to evaluate matching portion requirements and to ensure that strategic goals are aligned with prioritization and funding opportunities.

**B. Grant/Funding Application**

Grant Writer will engage grant agencies and funding agencies with the intent of making application for grant/funding.

**C. Grant Maintenance (Monitoring & Reporting)**

Grant Writer is responsible for required monitoring and reporting for acquired grants and funding.

**D. Grant Summary/Reports**

Grant Writer will prepare monthly reports and summary reports of proposed, submitted, resubmitted, appealed grants and their status, as requested by the Village Manager or designee.