

Business Services Contract

Prior to providing nonprofit services to you, I will need the following information:

- confirmation of authority of person signing this contract
- mission statement
- a description of your services
- organizational goals/outcomes
- articles of incorporation
- EIN number, or SSN
- bylaws
- IRS tax exempt letter (501(c)3, 501(c)4, etc.)
- most recent IRS Form 990/990N
- your geographic region of service
- your most recent annual report, including accomplishments/achievements
- your current FY budget
- your most recent audited financial statements, if applicable
- current sources of revenue
- important or recent media coverage
- Board of Directors list with affiliations/demographics/contact information
- bio of Executive Director
- your anti-discrimination policy
- a list of your community partners
- number of volunteers at your organization
- organizational chart
- confirmation of good standing with Louisiana Secretary of State and IRS
- other organizational information as required for completion of this contract

Hiring a grant writer:

Grant writing expenses are considered part of an organization's general operating budget. You should not hire a grantwriter unless you have planned for this expense in your budget.

Clients often ask me to write grants on a commission basis; sometimes, they ask if they can pay me a percentage of the grant after the funding is received. This is considered highly unethical for many reasons. The "*Code of Ethical Principles and Standards of Professional Practice*" of the National Society of Fund Raising Executives states:

“(Grant writers) shall work for a salary or fee, not percentage-based compensation or a commission. (Grant writers) shall not pay, seek or accept finder's fees, commissions or percentage compensation based on charitable contributions raised, and shall, to the best of their ability,

discourage their organizations from making such payments based on charitable contributions."

Grants: an informational summary:

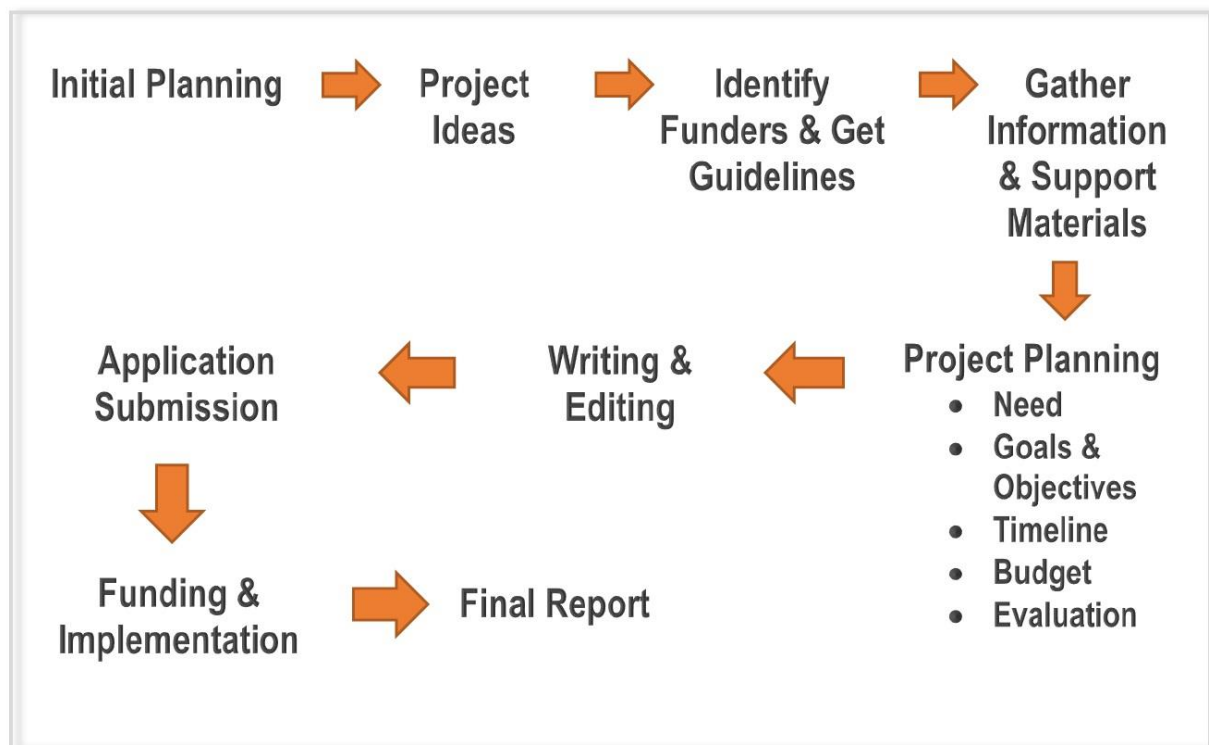
The following factors are key to successful grant proposals:

- the quality, mission and outcomes of the non-profit organization
- the innovative nature or critical importance of the proposed project
- the priorities of a funding source during a particular grant-making cycle
- the skills of the grantwriter in building a compelling case
- relationships between the funder and grant applicants

A major grant is not an isolated event in a nonprofit's history; rather, it should grow out of the organization's mission and strategic planning. The grant project should complement your existing programs and strengthen the organization itself.

Organizations should avoid "mission creep" (the random accumulation of new goals and tasks as the organization follows funding rather than its mission), and "mission shear" (direct and consistent pressure that pushes the organization systematically away from its mission and toward other interests).

Chronological steps in developing a grant proposal:



Fee for nonprofit grant research & grant application completion:

My standard hourly rate for grant research and/or writing is **\$50.00/hour**. This hourly fee applies to researching and identifying potential foundation, private, corporate, or other funders that fit your project profile, and preparing Letters of Inquiry, proposals and/or applications. **Client is responsible for final submission of grant(s) unless otherwise agreed upon.**

I do not work on state or federal government grants unless the applying organization already has all Grants.gov, DUNS and SAM.gov requirements up-to-date, and has a history of successful applications with the federal government.

Application complexity, submission requirements, time spent communicating with client, and deadline constraints will affect final charges to Client.

Fee for nonprofit grant-related technical assistance:

Technical assistance (proofreading, consultation and/or editing) for client-prepared grant applications is **\$50.00/hour**.

Fees for other business services:

- Business plan assistance - **\$50.00/hour**
- Draft bylaws, including non-discrimination clause, and conflict of interest policy as required by the IRS - **\$50.00/hour**
- Submit Articles of Incorporation/Department of Revenue paperwork to Louisiana Secretary of State - **\$125.00 flat fee**
- Complete Form SS-4 for EIN - **\$50.00 flat fee**
- Complete IRS Form 1023/1023-EZ - **\$50.00/hour**
- Apply for DUNS number for governmental grants/contracts - **\$50.00 flat fee**
- General consultation services - **\$50.00/hour**

I require a \$100 down-payment before commencing any work. This payment will be applied to your first invoice. There will be no charge for our initial meeting.

All payment arrangements will be agreed upon by both parties and reduced to writing in this contract. Contractor's time will be rounded to the nearest quarter hour for billing purposes.

BUSINESS SERVICES AGREEMENT

I. This Agreement is made this _____ day of _____, 20_____, between:

Organization (“Client”)	
Contact Person(s)	
Address	
City, State, Zip	
Phone	
Email	
Tax ID Number	
DUNS Number, if required	

and

DEBBIE LYNN HOLLIS (“Contractor”) having her principal place of business at:
732 Robinson Place, Shreveport, LA 71104

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

- Hourly Fee for Grant Research and Grant Application Completion - \$50.00/hour**
Applies to researching and identifying potential foundation, private, corporate, or other funders that fit the project profile, and preparing Letters of Inquiry, proposals and/or applications. Client is responsible for final submission of grant(s) unless otherwise agreed upon.

- Hourly fee for Grant Technical Assistance - \$50.00/hour**
Applies to proofreading, consultation and/or editing client-prepared grant applications

- Business plan assistance/consultation - \$50.00/hour**

- Draft bylaws, non-discrimination clause, and/or conflict of interest policy - \$50.00/hour**

- Submit Articles of Incorporation/Department of Revenue paperwork to Louisiana Secretary of State - \$125.00 flat fee**
- Complete Form SS-4 for EIN - \$50.00 flat fee**
- Complete Form 1023/1023-EZ - \$50.00/hour**
- Apply for DUNS number for governmental grants/contracts - \$50.00 flat fee**
- General consultation services - \$50.00/hour**
Specifically: _____

III. ***Client responsibilities:*** Client agrees to provide the following to Contractor in a timely manner, as needed:

- confirmation of authority of person signing this contract
- mission statement
- a description of your services
- grant-specific program goals/outcomes
- articles of incorporation
- EIN number or SSN
- bylaws
- IRS tax exempt letter (501(c)3, 501(c)4, etc.)
- most recent IRS Form 990/990N
- your geographic region of service
- your most recent annual report
- your current FY budget
- your most recent audited financial statements, if applicable
- current sources of revenue
- important or recent media coverage
- board list, with affiliations, demographics and contact info
- short bio of Executive Director and key staff
- your anti-discrimination policy
- a list of community partners
- number of volunteers at your organization
- organizational chart
- confirmation of good standing with Louisiana Secretary of State and IRS
- business plan
- other organizational information as required for completion of this contract

IV. **Compensation:** The Client agrees to submit a \$100.00 down payment prior to Contractor's commencing work. Contractor will apply this down payment to Client's first invoice. Contractor will keep track of hours spent on Client business and submit an itemized invoice on a monthly basis. Billable hours will include all activities selected 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 other pre-approved expenses as needed. Time will be rounded to the nearest quarter hour.

Invoices shall be paid to Contractor in full within 30 days of receipt. A late fee of 5% will be assessed for any payment not received within 30 days of the date of the invoice.

Payment arrangements, if applicable: _____

V. **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 her own federal, state and local income taxes.

VI. **Confidentiality:** Both parties agree to adhere to strict confidentiality practices, and to provide each other with their best efforts in the fulfillment of this agreement.

VII. **Guarantees:** Contractor shall use all resources at her disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. If applicable, no guarantee of receipt of grant funding by the Client is implied or promised by Contractor. **Payment for work performed by Contractor is due even if Client does not receive grant funding.** In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with potential funders. A delay in completing the tasks may occur if there are delays with information exchange. Client is responsible for any and all acknowledgments and reports to funders.

VIII. **Breach of Contract:** A breach of this contract exists when any of the following circumstances occur:

- Invoices are not paid according to this contract;
- Communication between Contractor and Client becomes problematic and/or prohibitive to the completion of this contract;
- Information required for the completion of this contract is not provided by either party in a timely manner.
- Either party does not abide by any part of the agreement set forth in this contract.

IX. **Termination of Contract:** This agreement may be terminated or renegotiated by either party via written notice by email or postal mail to the other party.

This agreement shall constitute the entire agreement between the parties and shall remain in effect until _____.

CLIENT/ORGANIZATION NAME:	CONTRACTOR NAME: DEBBIE L. HOLLIS
Authorized Signature:	Signature:
Date:	Date:

revised May 29, 2018