

CONTRACT FOR SERVICES

**Green Fire Department
4200 Massillon Road
North Canton, Ohio 44720
&
Gatchell Grant Resources, LLC
Vera V. Gatchell/Didi Everhart
5202 14th Street SW
Canton, Ohio 44710**

This document represents a contractual agreement effective December 9, 2019, between Gatchell Grant Resources, LLC (hereinafter referred to as "GGR") and Green Fire Department (hereinafter referred to as "Fire Department").

**Section I
Responsibilities**

Grant Advisors

Under this agreement, GGR agrees to develop a specific grant: [2019 AFG Grant – Green Regional Accountability Application Grant].

- *In conjunction with the Fire Chief or designee, GGR will develop a proposal according to the Fire Department wishes.*
- *Submit the specified grant proposal on time unless otherwise directed to by the Fire Department. Grant shall not be submitted unless approval has been given by the Fire Chief or designee in writing.*

Fire Department

The Fire Department agrees:

- *Not to share any information or procedures concerning this contract or process with any other entities or their agents. In addition, the Fire Department agrees not to use this or any part of this grant proposal in other future grant proposals to be submitted by the Fire Department without expressed permission from GGR.*

- *Not to release a copy of the grant proposals or the funded grants to any individual or entity in order to protect the technology and grant design which is developed and owned by GGR. The Fire Department agrees that the grant mode, concept, and formatting are the sole property of GGR.*
- *To provide any aid and assistance to GGR in researching and developing the proper information necessary in order to facilitate said grant proposal.*
- *When the Fire Department is actually submitting the grant proposal, will do so on time and agrees not to hold GGR responsible for not submitting the grant proposal on time.*
- *In the event that a grant permits "administration fees", Fire Department agrees to utilize the services of GGR and not a third party source unless GGR declines the offer.*

Section II Method of Payment

The Fire Department Agrees:

- *All associated payments shall be made by check payable to: **Gatchell Grant Resources, LLC***
- *That GGR will waive the initial non-refundable six hundred ninety five dollar (\$695.00) fee for the research, preparation and submission of the specified grant proposal. [2019 AFG Grant – Green Regional Accountability Application Grant].*
- *An Administrative Fee of eight percent (8%) of the grant award will be paid to GGR at the time the grant contracted for is awarded by the grant funder. This amount shall not exceed three thousand dollars (\$3,000.00). It is also understood that some grant funders make payments to the awarded Fire Department over a period of time and not in a lump sum, depending on the type of grant awarded. Therefore, upon issuance of the grant award contracted for by the grant funder, the Fire Department agrees within thirty (30) days of the award date, make full payment of the eight percent (8%) fee to GGR, again not to exceed the \$3,000.00 cap. This fee is not an allowable expense through this grant and is the responsibility of the Fire Department.*

GGRLLC Agrees:

- *That if this grant application is not awarded the first time, GGR will re-write the grant application the following year for FREE. The eight percent (8%) Administrative Fee still applies if awarded.*
- *This contract may be terminated by the Fire Department upon thirty (30) days written notice to GGR. Upon notice of termination, GGR shall be entitled to fees for work performed up to the date of receipt of the written notice of termination which is the initial payment which shall be forfeited.*

- For the eight percent (8%) Administration Fee GGR agrees to assist with any draw downs, amendments, reports, closeout reports, discussions, questions or emails associated with this grant from date of award to the date the close out letter is received.
- The Fire Department has the sole discretion as to what grant that they want to apply for. However, GGR will advise as to eligibility and potential for success of grant being submitted.
- Renewal of this contract will be voluntary on the part of the Fire Department as it may choose to renew or to terminate Fire Department grant writing services.

**Section III
Agreements**

This Agreement is binding between all present and future agents of Fire Department. In the even the authority of the responsible parties detailed in the documentation of this agreement is transferred for any reason, to include occupation, retirement, disability or death, demotion, the agreement shall remain binding with Fire Department.

IN WITNESS THEREOF, all parties have caused this contract to be executed by their duly authorized officials:

GREEN FIRE DEPARTMENT

City Mayor

Date

Fire Chief

Date

GATCHELL GRANT RESOURCES, LLC

Vera V. Gatchell

Vera V. Gatchell

Date

Diell Everhart

Diell Everhart

Date

Approved As To Form:

Lisa Carey Dean, Director of Law