

## CONTRACT FOR GRANT WRITING SERVICES

This is an agreement between **Brazos County, Texas (Client)** and **The Grant Lab, L.L.C (Contractor)**.

- I. **Scope of Services:** Contractor agrees to provide the following services for Client:
  1. Develop a grant strategy and plan to identify public and private grant funding opportunities and advise client on eligibility.
  2. Work specifically with Client to develop grant proposals for Brazos County.
  3. Coordinate and work with appropriate staff to gather material and information necessary to complete approved grants for submission.
  4. Write grant proposals, as requested, in time to meet deadlines, and prepare proposals for submission.
  5. Manage and complete all necessary grant reports for any funding received.
  
- II. **Compensation:** Client agrees to compensate Contractor at a flat rate of \$4,000 per month for a twelve (12) month period beginning on August 23, 2022 and extending until August 23, 2023.
  1. Payments will be invoiced monthly for the term of the contract.
  2. The Contractor is responsible for any costs associated with travel and phone expenditures.
  
- III. **Independent Contractor:** Contractor acknowledges that services rendered under this agreement shall be performed by him as an Independent Contractor. Contractor is responsible for the payment of all federal taxes related to his fees for service.
  
- IV. **Confidentiality:** Both parties agree to adhere to generally accepted confidentiality practices and to provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization and will use any information obtained from the Client for the sole purpose of completing grant applications or foundation proposals.
  
- V. **Guarantees:** Contractor shall perform all services noted under (Section 11) of this contract. However, the Contractor does not imply or promise any guarantee that grant proposals will be funded. Payment is due even if Client does not submit proposal or receive a grant.

VI. **Conflict of Interest:** Contractor will immediately report any conflict of interest to Client and give full disclosure of facts pertaining to any transaction or activity related to this Agreement that may be reasonably construed as a conflict of interest.

VII. **Termination:** This contract may be terminated with 30 days written notice by Client or Contractor.

VIII. **Insurance:** Contractor shall maintain insurance coverages listed below:


**Professional Liability** - If Consultant shall be performing licensed professional services, Consultant shall maintain for the term of this contract, professional liability insurance for licensed professionals performing work performed for Brazos County. Coverage shall be for licensed professionals' errors and omissions.

**Automobile Liability** - Consultant shall maintain Automobile liability that covers owned, non-owned or hired autos during the term of this contract to cover any injury or property damages.

**CONTRACTOR**

The Grant Lab, L.L.C  
Gentry Woodard  
3117 Camelot Drive  
Bryan, TX 77802

Signature:

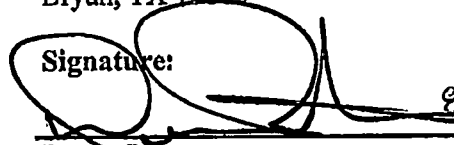
 8/18/2022

Gentry Woodard  
Contractor

**CLIENT**

County of Brazos  
Duane Peters  
300 E. 26<sup>th</sup> Street  
Bryan, TX 77803

Signature:

 8/23/22

Duane Peters  
County Judge