

Contract for Grant Writing Services

Rotella Grant Management
19 Jordy Court
Hamburg, NY 14075



Mr. Joel Maerten
Supervisor
Town of Pendleton
6570 Campbell Blvd.
Lockport, NY 14094

This Contract for Grant Writing Services (the "Contract") is entered into between Rotella Grant Management (RGM), hereinafter referred to as the "Grant Writer," and the Town of Pendleton, hereinafter referred to as the "Client," for the provision of grant writing services on a monthly retainer basis, as per the terms and conditions stated herein.

"Grant Writer," will provide the following:

Scope of Services

The Grant Writer agrees to provide grant writing services to the Client, including but not limited to:

- Identifying potential grant opportunities.
- Preparing, writing, and submitting grant proposals.
- Reviewing and editing existing grant proposals.
- Researching and collecting relevant data and information for grant applications.
- Preparing and drafting sample letters of support.
- Providing advice, consulting and guidance on grant-related matters, grant project ideas and grant administration.

Monthly Retainer:

The Client agrees to pay the Grant Writer a monthly retainer of \$1,550.00, payable within 30 days of receiving the monthly invoice.

Term:

This Contract will commence on Month Day, Year, and will automatically renew annually for successive terms unless terminated by either party, subject to mutual agreement.

Confidentiality:

The Grant Writer shall treat all information provided by the Client as confidential and shall not disclose, share, or use such information for any purpose other than to fulfill the obligations under this Contract. This obligation shall survive the termination of this Contract.

Ownership of Work:

Any grant proposals, documents, or materials prepared by the Grant Writer during the term of this Contract will be provided to and shall become the property of the Client, and the Client shall have full ownership, preservation, and usage rights. It is the responsibility of the Client to maintain these records.

Non-Exclusive Engagement:

This Contract is non-exclusive, meaning that the Grant Writer may provide grant writing services to other clients during the term of this Contract.

Independent Contractor:

The Grant Writer shall be considered an independent contractor and not an employee or agent of the Client. As such, the Grant Writer shall be responsible for their taxes, insurance, and other obligations related to being an independent contractor.

Reoccurring Meetings and Reporting:

Grant Writers will be available for in-person meetings, conference calls, and video calls, and providing grant status reports upon request by the Client. The Grant Writer, as a standard practice, shall not be obliged to attend reoccurring municipal board meetings, public meetings, or provide continuous reporting. In the event that the Client requires the Grant Writer's regular attendance at in-person meetings not directly related to grant writing, both parties will mutually agree to those terms in addition to this agreement. The Grant Writer will not provide continuous reports on open grant opportunities. The Grant Writer will pinpoint and present grant opportunities that align with project plans and customized ideas tailored to the specific needs of the Client.

Grant Award Compliance:

The Grant Writer shall not be responsible for post-award grant contract terms and compliance, project monitoring, or any other obligations related to the grant award contract. Where necessary and desired by the Client, the Grant Writer may consult with and advise the Client on its responsibilities and roles for contract compliance. The Grant Writer's role is limited to providing grant writing services, grant reporting, grant consulting and relaying information from the Client to the agency upon the terms of the grant award.

~ Grant Writers do not participant in any municipal fund raising or political party donations ~

“Client” will be responsible for the following:

The registration process for any online grant portals, and providing those credentials to the Grant Writer for temporary use to access the grant portals for the purpose of preparing and submitting grant applications. It is the Client's responsibility to maintain records of digital log-in credentials, retain and update passwords as necessary, and assign appropriate staff roles and grant responsibilities as applicable.

All grant application feedback provided to the Grant Writer must be communicated via e-mail along with an e-mail acknowledging acceptance and final approval for the official submission of every grant application.

Supplying any necessary photos, resolutions, cost estimates, planning documents, and/or letters of support for projects to be included in the grant proposals.

Project Bidding and Vendor Selection:

As per **New York State requirements** the Client shall conduct a fair and transparent bidding process for any grant project-related projects in accordance with municipal laws as well as meet the bidding process designated by each respective granting agency including, but not limited to, MWBE, SDVOB, EEO, etc. This involves selecting vendors and contractors based on fair evaluation criteria to ensure compliance with grant regulations, with adherence to all applicable New York State agency and local procurement policies.

Providing and Monitoring Financial Information:

As per **New York State requirements** the Client shall be responsible for providing accurate and up-to-date financial information to the granting agency as required by the terms of the

grant. This may include budget reports, financial statements, audits, expenditure documentation, and other relevant financial data.

Project Monitoring:

As per **New York State requirements** the Client shall actively monitor the progress of the funded project, ensuring that it adheres to the specified timelines, objectives, and deliverables outlined in the grant agreement. Provide regular updates and progress to the Grant Writers to keep the grant project moving forward and to keep the granting agency informed.

Grant Award Contract Goals and Transparency:

The Client shall align the project activities with the designated goals, objectives, or initiatives relevant to the grant and grant contracts. Additionally, the Client should maintain transparency throughout the project implementation, disclosing relevant information and progress reports to the Grant Writer and the granting agency as needed.

This agreement has been approved by:



1/2/2026

Joel Maerten
Supervisor
Town of Pendleton.

Date

Bernie Rotella
Grant Coordinator
Rotella Grant Management

Date