

CONTRACT FOR GRANTWRITING, FUNDRAISING, AND RESEARCH SERVICES

I. This Contract Agreement is made this 30th day of May 2019 between:

Organization Name (“Client”): City of Waite Park

Contact Name: Shaunna Johnson, City Administrator

Having its principal place of business at:

Address: 19 13th Avenue North
City, State, Zip: PO Box 339
Phone: Waite Park, MN 56340
320-252-6822, ext 217
Email: Shaunna.Johnson@ci.waitepark.mn.us

And **Jennifer Jacquot-DeVries at JJDeVriesMN Consulting** (“Contractor”) having its principal place of business at:

Address: 10458 Legionville Road
City, State, Zip: Brainerd, MN 56401
Phone: 218-203-5192
Email: jennifer@jjdevriesmn.com

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

1. Draft a general letter of inquiry for business and individual prospects whom Mayor Rick and the team do not personally know to offer an opportunity to be involved in making the project happen and receive public recognition on the public donor wall (with a gift of \$10,000 or more).
2. Call staff at foundation prospects to ensure the project is a good fit, make sure foundation staff are excited about the project, and gain insight as to application points of interest to include to ensure broad foundation support and approval.
3. Connect with staff at Central Minnesota Community Foundation to learn more about the dozens of family and interest funds and learn how best to connect with those that might be compelled to donate to the project. Draft a letter or set up a meeting as best follow-up, depending upon the advice given by foundation staff.
4. Work with city staff to properly follow-up on the letter mailed to business and individual prospects with phone calls and offers to meet in person to discuss the project further.
5. Draft a separate letter of inquiry for foundation prospects with an LOI as first step.

6. Draft a full grant proposal with sections for donors who prioritize funding for many public-good elements of the project, including:
 - Economic Development of Waite Park, Stearns County, and Central Minnesota
 - Community Development of Waite Park, Stearns County, and Central Minnesota
 - Arts and Culture benefit of having a beautiful, public, outdoor stage and performing site for regional school districts, colleges, universities, theaters, and children's groups
 - Outdoor recreation and play space for Waite Park, Stearns County, and Central Minnesota residents and tourists
 - Health and vitality aspects of outdoor recreation and community gathering space
 - Self-sustaining aspects of a venue that can raise revenue and require little ongoing investment once its built and operational
 - Opportunity to leverage the \$10 million + in public funding that has already been dedicated to the project and create a venue that will help put Central Waite Park and Central Minnesota on the map for generations to come
 - Submit full grant applications where invited after submitting LOIs and to the Blue Cross and Blue Shield Foundation in late 2019/early 2020 when application opens
7. Draft and complete the application for Stearns Electric Round-up Program.
8. Draft and submit online applications for Mardag Foundation, Securian Foundation, Irwin Andrew Porter Foundation, and US Bank Foundation.
9. Draft a letter to begin negotiating with local wireless internet providers and encourage their buy-in to help the project succeed.
10. Draft a letter to begin negotiating with granite dealers on the creation of a granite donor wall.
11. Draft and submit online application to Home Depot for \$5,000 gift card.
12. Draft letter to reach out to CEO of restaurants that could be interested in investing heavily and operating the second concession stand/restaurant area.
13. Work with city staff to develop a plan to record all incoming donations and properly thank and recognize each donor, no matter the amount.
14. Itemize the budget to identify everything that can be "purchased" with a donation so that donors understand they can essentially buy a spot on the granite wall or buy a table and chairs for the patio area with their business or family name on a plaque.
15. Work with city staff to plan and implement a social media and online fundraising effort to track all incoming gifts and grants as we publicly work to encourage individual buy-in/donations to get us to the \$2.3 million fundraising goal. GoFundMe style online ask wherein various items are available for purchase with donations.

- III. *Compensation:* The Client agrees to compensate Contractor at the rate of \$50.00 per hour for an estimated 15-20 hours per week over 18-20 weeks. Contractor will keep careful track of hours spent on Client business and submit an itemized invoice at the end of each two-week period. Billable hours will include all activities mentioned 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 travel time to/from meetings and to deliver proposals if necessary. Time will be rounded to the nearest quarter hour. There is a minimum charge of one hour per letter of inquiry and two hours per proposal. Amount shall be paid to Contractor within 15 days of receipt of invoice.
- IV. *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 all federal, state, and local income taxes.
- V. *Confidentiality:* Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in fulfillment of this contract.
- VI. *Guarantees:* Contractor shall use resources at Contractor's disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. However, no guarantee of receipt of funding by the Client is implied or promised by Contractor. Payment is due even if Client does not submit proposal or receive a grant. In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. Client also recognizes that if grants are received, Client is responsible for any acknowledgements and reports to funders.

This agreement shall constitute the entire agreement between the parties and shall remain in effect for twelve months, with extension or amendment written between both parties if the project is extended to include additional grant writing and fundraising responsibilities not

specified in this initial contract. This agreement may be terminated by either party with fourteen days written notice (be email or postal mail) to the other party.

JJDeVriesMN Consulting

City of Waite Park

Name: Jennifer Jacquot-DeVries

Name:

Title: Principal

Title:

Date: 5/30/2019

Date:

EIN: 83-4565634

Name:

Title:

Date: