

# Consulting Agreement

This agreement is entered into on this [redacted] day of [redacted], between [redacted], Executive Director, [redacted] (Phone: [redacted]) herein known as Client, and Mary E. Costello of 6047 Wild Ginger Court, Columbia, MD 21044 (Phone: 443- 545-5863), herein known as Consultant.

Under this agreement, the Consultant shall:

1. Provide program development assistance and grant writing services, including prospect research, to be compensated at a rate of \$75 per hour. The scope of such services shall be determined by mutual agreement and may extend beyond typical parameters of such responsibilities at the request of the Client.
2. Provide a weekly accounting of hours accrued through email or by fax, including retainer balance amount, billable in 15-minute increments.
3. Surrender all materials completed to date, provided that payment has been received. The Consultant is entitled to withhold any or all materials until fees have been paid.
4. Ensure that all written materials are original works and shall be, to the best knowledge of the Consultant, appropriate for the purpose for which they are developed.
5. Be available, as reasonable, for phone consultations with Client.

Under this agreement, the Client shall:

1. Provide upfront payment in the form of a retainer, from which the Consultant will bill for the services that are provided each week. Additionally, the Consultant will include regular balance information to the Client indicating hours worked. The retainer shall be made payable to Mary E. Costello in the form of a personal/company check. Upon exhaustion of said retainer, the Client will forward additional retainer funds, continuing to pay in advance for the Consultant's services. Absence of retainer funds will result in all work placed on "hold status" until new payment is received by the Consultant.
2. Provide, in a timely manner, all necessary materials required by the Consultant to complete assigned tasks. This includes reasonable email and phone responsiveness to all questions and draft edit needs.

Both parties agree to the following:

1. This contract may be cancelled at any time by either party, and for any reason. Upon cancellation of this consulting contract, any unused portion of the retainer will be promptly returned to the Client.
2. The Consultant is in no way responsible for any legal or accounting issues that may arise out of the use of any written materials or obtainment of grant funding, and cannot provide legal or accounting counsel of any kind. The Consultant will, however, advise the Client, based on her experience, about potential considerations throughout this process. Additionally, the Consultant accepts this contract in good faith that the potential for grant funding and corporate sponsorships is likely or possible, however no guarantee shall be made regarding the receipt of grant awards or other funding.
3. Work shall be compensated at a rate of \$75 per hour. Incidental costs, if any, such as postage or duplication costs shall additionally be deducted from the retainer, with receipts furnished to the Client.

[redacted] \_\_\_\_\_  
[redacted] date

Mary E. Costello \_\_\_\_\_ date  
Independent Consultant—Creative Edge Consulting  
Grant Writing & Program Development