

Lee & Associates

Government Grant Specialists
Michael L. Lee C.E.O.

CONTRACT FOR GRANT ASSISTANCE SERVICES

This Contract for Services between Lee & Associates and the City of Gahanna, hereafter referred to as The Client, shall remain in full force and effect for a period of one year. Any modifications, deletions, or additions to this agreement shall be made only at the consent of both parties and can be made at anytime during the period of this contract. This contract addresses services that Lee & Associates shall perform for the City of Gahanna for the Regional 911 Emergency Communications Center project only.

The responsibilities of Lee & Associates in conjunction with executing this contract will be as follows:

- 1. Lee & Associates will research all federal, state and foundation grant programs to locate all potential funding sources for the Regional 911 Emergency Communications Center Project. Lee & Associates shall continuously supply The Client with the latest information available on new funding opportunities and funding sources.*
- 2. Lee & Associates shall conduct strategic planning meetings with The Client to outline optimal approaches to securing funding opportunities for this project.*
- 3. Lee & Associates shall write grants on behalf of The Client at anytime during this contract. The number of grants Lee & Associates shall write on behalf of The Client shall not be limited. A contract for Grant Administrative Services shall be executed between Lee & Associates and The Client for each grant proposal. Grant Administrative Services include grant writing, complete application filing, and timely completion and filing of all required fiscal and progress reports.*
- 4. For each funded grant proposal written by Lee & Associates on behalf of The Client, Lee & Associates shall be entitled to receive compensation ranging between 1/2% to 5% of the amount The Client receives from the funding source. This compensation shall vary depending upon grant type, amount, duration and complexity and shall be indicated in the Contract for Grant Administrative Services prior to Lee & Associates beginning work on that proposal. Minimum fee for this service shall be no less than \$800 per grant if grant is awarded, if the grant is not awarded there shall be no fee for services.*
- 5. The Client may choose at anytime to write a grant proposal or proposals in relation to this project on their own. In these circumstances Lee & Associates will review and critique any grant application prepared by, or on the behalf of, The Client for submission to any funding source. Lee & Associates will provide extensive comments and recommendations for additions, deletions, or modifications to the grant application. Lee & Associates will review the entire grant application including budgets, administrative sections, equipment, supplies, program proposal and any other application components. Lee & Associates will critique the program concept to ensure all ideas included in the proposal are thoroughly developed to meet the expectation of the potential funding source.*

EXHIBIT A

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6. Lee & Associates will compare the grant application prepared by, or on the behalf of, The Client with the directives and guidelines provided by the potential funding source when such directives and guidelines exist. When no directives or guidelines exist, Lee & Associates will utilize all available resources to determine the expectations of the potential funding source and compare the grant application to those expectations.

7. Lee & Associates will complete the review and critique of any grant application prepared by, or on the behalf of, The Client within 5 business days of receipt.

8. Confidentiality: Lee & Associates guarantee the confidentiality of any new, innovative or creative program ideas we may become aware of through providing government grants services. Although it is our intention to assist agencies in developing concepts and keeping abreast of the latest solutions to problems, we will not use, relay or otherwise provide information concerning new ideas and/or programs to any other person or agency.

In accordance with this agreement and in return for the services outlined herein, The Client agrees to compensate Lee & Associates in the amount of \$7,000 payable within 10 days of the execution of this agreement by The Client, to Lee & Associates, 6089 Frantz, Road, Suite 103, Dublin, Ohio 43017. This compensation entitles The Client to receive all Grant Assistance Services as described herein for the period of one year from the date of signing.

The parties to this contract do enter into this agreement willfully and with full intent to meet all obligations and assurances provided for herein. Signed this _____ day of _____ 2002.

City of Gahanna
Authorized Signature

Date

Michael L. Lee, C.E.O.
Lee & Associates

Date