Gotcher Consulting Group, LLC
Client : Consultant Agreement

Client:

Anticipated Start / Stop Dates:
Rate:

Scope of Work
Consultant will provide to the Client professional services relating to non-profit organizational growth as discussed, with attention to the following identified priorities:
- ☐ Assessment of organizational performance
- ☐ Strategic planning
- ☐ Annual fund development planning
- ☐ Leadership coaching
- ☐ Content generation / copywriting and/or heavy editing for
    - ☐ Grant submissions / Letters of inquiry
    - ☐ Internal policies and procedures, bylaws, or handbooks
    - ☐ Position descriptions (staff, BOD, volunteers, interns)
    - ☐ Donor appeals / other external communications
    - ☐ Annual impact summary
    - ☐ Boilerplate communication tool
- ☐ Funding research with deliverable of at least _____ well-aligned foundation prospects
- ☐ Workshop / Training _____
- ☐ Interim Leadership _____

Client Agrees To
- ● Provide timely responses through a designated point of contact
- ● Cleary define any benchmarks, expected deliverables, and/or meeting requests
- ● Provide applicable proposal assets required to complete identified deliverables
- ● Provide advance notice of termination of this agreement
- ● Indemnify and hold harmless the Consultant, its assistants and subcontractors from and against any damages or claims

Consultant Rate Includes
- ● Documented time spent (in 15 minute increments) during in-person or virtual meetings, email or phone communications, conducting research, or producing deliverables
- ● Setup, assessment, and review of Client's historical data, and any written reports or other documentation necessary to to complete identified deliverables
- ● Any work completed by a subcontractor or employee of Contractor
- ● Any additional or unexpected time spent beyond the agreed-upon contract period / rate will be discussed and pre-approved by the Client

Confidentiality

All materials, communications, recommendations, and research results are considered proprietary, confidential information for the sole purpose of and use by Client for the furthering of its mission and goals. All materials developed will be provided to the Client. The Consultant and any subcontractors or employees of Consultant will agree to any standard Non Disclosure Agreement and/or Confidentiality Policy required by the Client.

Consultant Rights / Roles

- Consultant has the right to perform services for others during the term of this agreement
- Consultant has the right to hire assistants or subcontractors to provide the services of this agreement
- Consultant has the right to terminate this agreement at any time, although every effort will be made to provide advance notice of termination
- Unless otherwise specified, Consultant will perform the services remotely

File Storage and Sharing

Client will provide the Consultant with access to its file sharing tools, content assets, required attachments for proposals when applicable, and other related materials. All assets, materials, and prospect lists prepared by the Consultant will be provided to the Client and/or stored using these tools to facilitate Client's ongoing work after this contract terminates.

Billing

The Consultant will bill the client regularly, or at the conclusion of a scheduled workshop, and no less than one time per month for retainer or hourly services. As a contractor, the Consultant will not be entitled to any paid benefits applicable to regular employees of the Client organization. The Consultant will submit invoices electronically and will accept payment by credit card or check to Gotcher Consulting Group LLC. The Consultant may bill the Client for expenses incurred (i.e. parking fees) while performing services outlined in the scope of work. The Consultant may request fees for late payments and/or returned or interrupted payments.

Permissions

The Consultant assumes the client has permission to use any data, reports, images, logos, or similar assets provided by the organization for inclusion in its materials, and will hold the Consultant harmless from any claim or suit arising from the use of such work. The Consultant retains the right to display graphics and other similar content as examples of their work.

Accepted by:
Date:

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Date: