

**CONTRACTUAL AGREEMENT for  
Kentucky Educational Development Corporation**



This AGREEMENT made on September 08, 2020 between (KEDC) Kentucky Educational Development Corporation (904 Rose Road, Ashland, KY 41102) and **Ed Consulting, LLC**:

(Please provide mailing address below)

Tom Mills

3417 Gingertree Circle  
Lexington, KY 40502

**Services include but not limited to:** Grant Writing, Phone and In person Consultation with Project Director, Grant budgeting, Short and Long Term measures, assist with quarterly progress reports for both performance, narrative and budgets, monthly analysis of measures and data aligned to grants, Assist Project Director as needed with deadlines from state and federal grant agencies

Prepare grant proposals and performing research. Developing their proposals, familiarity with organization's programs, goals and financial needs. Look into potential funding sources. Compile all the information, compose and send proposals. Keep careful records to track their proposals. If a grant-making organization requests additional information, nonprofit grant writers supply the missing items. In some nonprofits, grant writers have additional duties, which may include managing volunteers, working with an executive board, planning fund raising campaigns and promoting the organization through public relations work.

Maintain the performance and necessary requirements for Grant Services. 3) Complete/Evaluate each activity/project/application as needed or per KEDC request. 4) Maintain the performance and necessary requirements for recording services. Services are for the FY 2020-2021.

**Time for Performance:** October 1 2020-June 30 2021 (10 Months)

**Salary:** 7,400.00 per month or Total amount 74,000 for the 10 month period

**Contractor will submit invoices through accounts payable and appropriate W-9**

*KEDC reserves the right to evaluate the contractor's job performance and quality of work. KEDC may void this contract if the contractor does not meet or exceed standards set by the program guidelines or does not perform the services agreed on.*

  
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Signature of Contractor

9-8-20

Date

  
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KEDC Director (Designee)

9.9.20

Date