

**CONTRACTUAL AGREEMENT for KEDC Grants (Grants Associate)
Kentucky Educational Development Corporation**



This AGREEMENT made on April 1, 2022, between (KEDC) Kentucky Educational Development Corporation (904 Rose Road, Ashland, KY 41102) and Jamie Saylor:

(Please provide mailing address below)

59 Redskin Drive Mount Vernon, Ky 40456
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Services to Be Performed: Administrative assistant duties, evidence of strong technology skills including proficient Google, Zoom, Microsoft and other platforms. Virtual, phone and in-person consultation with Project Director and Project Lead. Under the direction of the Project Director and Project Lead (in-person, virtual and summer) cadre sessions/events, professional learning activities, district and school visits, conferences and summer immersion learning trips. Assist with data collection and monitoring of short and long term measures, provide support with quarterly progress reports for both performance, narrative and budgets, and provide assistance with monthly analysis of measures and data aligned to grants. Collaborate with Project Director and Project Lead as needed with deadlines from state and federal grant agencies. Assist in preparing grant proposals and performing external research. Developing proposals, familiarity with organization's programs, goals and financial needs. Explore potential funding sources. Any other additional duties as assigned. High school diploma and grant experience preferred.

Time for Performance: The contractor agrees to complete the services, as assigned; before December 31, 2022. (Invoices will reflect actual dates of performance and services). Contractor agrees to complete the services as assigned: Time & Research toward the given timeline from the Project Director. Dates will be assigned to allow to attend cadres; contractor may also provide alternate dates for our meetings to plan out activities & design that fit the program.

Payment: In consideration of the Contractor's performance of these services, Client agrees to pay Contractor as follows: (Services to be paid before 6/30/2022)

Fee: \$17,400 for all services included above; total amount of contract not to exceed \$37,500.00

Invoices: The contractor will submit invoices and appropriate KEDC payroll forms 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.



Signature of Contractor

3/8/2022

Date

KEDC Director (Designee)

Date