

Memorandum of Agreement

This document constitutes the Agreement between Debbie Evans, dba Evans Enterprises; hereinafter referred to as "Grant Writer," and the Lapwai School District #341; hereinafter referred to as the School District. This agreement between the parties is for the purpose of the Grant Writer engaging in contract work for the School District; purpose of which is to write and obtain grant funding for the various activities associated with the School District.

It is agreed between the parties that:

1. The Grant Writer shall be compensated in the amount of \$2,585.60 per month for each consecutive month beginning July 1, 2015 and ending June 30, 2016 for a total of \$31,027.23. Payment will be made by individual invoice from Evans Enterprises to the School District and shall be due on the last working day of each month with payment due no later than the 5th of the following month. Extension of this agreement will be considered at the November 2013 School District Board meeting, to coincide with any awarded grant funds and the end of the calendar year. For 2016/17, monthly compensation will be based on 2015/16 awarded grants or \$400 per month whichever is greater, unless otherwise negotiated and agreed upon in writing by both parties.
2. The Grant Writer will work in coordination with the School District's designee, Superintendent David Aiken to facilitate efforts to obtain grants.
3. Expenses directly related to grant applications and administration, including postage and printing, shall be paid by the School District. The expenses of a co-sponsored application shall be shared between co-sponsors.
4. Travel and related expenses shall be paid by the School District. Prior approval must be received from the School District for funding all travel and travel related expenses. The request for approval shall be made one week prior to travel date.

It is agreed that the Grant Writer shall perform the following duties:

1. Research, develop, and prepare grant applications and funding for needs identified by the School District.
2. Maintain accurate records of all grants, proposed and awarded.
3. Present quarterly written reports (September, December, March, June) to the School Board identifying grants in process, denied, and successfully awarded as deemed necessary by the superintendent. Reports should be given to the superintendent one week prior to scheduled monthly board meetings.
4. Attend and present quarterly reports to the School District Board as deemed necessary by the superintendent.
5. Assist with and coordinate all awarded funds including scope of work and fiscal compliance.
6. Prepare and submit grant program narratives and fiscal reported as needed.
7. With prior approval from the School District, the Grant Writer shall represent the District at various meetings, and conferences which deal with proposed grants or grants currently in progress.

It is agreed that the School District shall:

1. Maintain a functional grants management accounting system.
2. Submit needs in written form to the Grant Writer.
3. Provide necessary data, input and statistics needed to prepare comprehensive grant applications in a timely manner.

It is further agreed that existing/potential funding for the City of Kamiah, the Kamiah Chamber of Commerce, the Upper Clearwater Community Foundation, Framing Our Community, the Glenwood-Caribel Volunteer Fire District, Idaho & Lewis County Fire Chiefs Association, City of

Lapwai, Elk City Water & Sewer Association, NiMiiPuu Health, and any new partners will not be considered in conflict with this agreement.

It is further agreed that Debbie Evans, dba Evans Enterprises, the Grant Writer is an independent contractor and is not an employee of the Lapwai School District #341.

This Agreement shall be effective from July 1, 2015 and shall terminate on June 30, 2016; unless otherwise extended and/or modified in writing.

Debbie Evans, dba Evans Enterprises
Grant Writer

Date

David M. Aiken, Lapwai School District
Superintendent

Date