

### **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 \$3,957.57 per month for each consecutive month beginning July 1, 2024 and ending June 30, 2025 for a total of \$47,490.84. 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 5<sup>th</sup> of the following month. Extension of this agreement will be considered at the June 2025 School District Board meeting, to coincide with any awarded grant funds and the end of the school calendar year. For 2025/26, monthly compensation will be based on 2024/25 awarded grants or this will be the final MOA, 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. Attend and present reports to the School District Board as deemed necessary by the superintendent.
4. Assist with and coordinate all awarded funds including scope of work and fiscal compliance.
5. Prepare and submit grant program narratives and fiscal reported as needed.
6. Prepare and submit Request for Reimbursement/Drawdown for awarded funds 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 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, 2024 and shall terminate on June 30, 2025; unless otherwise extended and/or modified in writing.



Debbie Evans, dba Evans Enterprises  
Grant Writer & Administrator

7/2/2024

Date



David M. Aiken, Lapwai School District  
Superintendent

7-2-24

Date