

Working Agreement: Collaboration on Grant Development for [REDACTED]

Contacts

[REDACTED] Inc.

Contact Person: [REDACTED]
Position: Executive Director
Phone: [REDACTED]
Email: director@[REDACTED]
Best days to contact: Thursday or Friday

Contact Person #2: [REDACTED]
Position: Volunteers Coordinator
Phone: (501)-[REDACTED]
Email: [REDACTED]

Grant Writers

Contact Person: Hope Osborn
Position: Volunteer for Hire
Phone: (501) 766-7185
Email: yhosborn@ualr.edu

Contact Person #2: Dr. Barb L'Eplattenier
Position: Supervising Professor of Grant Writing
with University of Arkansas at Little Rock
Phone: [REDACTED]
Email: bleplatt@ualr.edu

Interaction Means and Time

We agree to meet weekly for a progress report usually on Friday using phone or Zoom.

We agree to use phone, email, Zoom, Adobe Acrobat Pro, scanner, printer, and copier technologies in our collaboration.

We agree to formats of documents are in Microsoft Office including PDF forms by email and/or dropbox.

Termination of Working Relationship

Termination of working relationship will occur if these requirements are not met:

[REDACTED] Inc.

- If the contact person or contact person #2 does not respond in 48 hours to a phone call or email.
- If a contact person does not provide requested information within a week.

Y. Hope Osborn

- If this contact does not respond within 24 hours.
- If this contact person does not provide requested information within 3 days of the query unless we agree that more time is essential to provide the information.

Responsibility of Grant

Y. Hope Osborn agrees to provide a document file that includes everything you need to present a grant to one or two funders by December 16, 2020 at which time the grant becomes the property and responsibility of [REDACTED] Inc.

[REDACTED] Inc. agrees--

- They are responsible for submitting said grant to the found funder
- To hire Y. Hope Osborn as a non-paid volunteer to write a grant for [REDACTED]
- That Y. Hope Osborn owns and uses the grant up to submission of full documentation on December 16, 2020, at which time the grant becomes the property of [REDACTED]

Responsibility for Extraneous Work or Funds

[REDACTED] Inc. agrees that should they desire more revisions or any more grant writing after December 16, 2020 it is no longer a volunteer position under supervision of Dr. Barbara L'Eplattenier. (The discussion for any revisions or additional work after that date requires a new working agreement between [REDACTED] Inc. and Y. Hope Osborn at yhosborn@gmail.com.)

[REDACTED] Inc. agrees they are only responsible for work required outside parameters of the grant as required by Y. Hope Osborn's University of Arkansas Grant Writing course, and if it is outside those parameters [REDACTED] Inc. will reimburse at market rate at the time (for example mileage for attaining documents other than through technological means).

Good Faith

Y. Hope Osborn will make a good faith effort to provide for [REDACTED] Inc. information on one additional possible funder and a completed grant. This agreement and the work done by Y. Hope Osborn does not guarantee the grant proposal will be funded wholly or in part by any potential funder.

[REDACTED] Inc. gives permission for Y. Hope Osborn to use this grant (with information red-acted as needed) as a professional example of her writing. [REDACTED] Inc. gives permission for any of the documents (drafts, final examples, various assignments) produced in this class may be used as an example of Y. Hope Osborn's work. This might mean inclusion of the documents in a school portfolio, professional portfolio, or graduate school application; this is not a comprehensive list.

