



GRANT CONSULTANT AGREEMENT

This GRANT CONSULTANT AGREEMENT ("Agreement") is dated this 6th day of March 2026, and is entered into by and between:

CLIENT: Chatham School District
P.O. Box 109, Angoon, Alaska 99820

CONSULTANT: Quality Assured Grant Consulting
4304 N. Missouri Street, Harlingen, TX 78550

1. Responsibilities of the Parties

- a. CONSULTANT will perform professional and consultative grant services during the term of this contract via telephone, virtual meetings, e-mail, and/or on-site visits. Services include research, writing, and submission of the **Alaska 21st CCLC FY27 Grant RFA**, as well as assistance with negotiations, amendments, on-site visits for local evaluations, reports, survey distribution, and compliance, as needed for the duration of the grant, if desired.
 - b. The CLIENT will assign a person to act as Project Contact Person and will adhere to all data requests necessary for the design of the grant as presented by the CONSULTANT to the CLIENT.
 - c. The CLIENT shall provide facilities and necessary equipment to conduct requested on-site visits and/or meetings, as well as relevant data and documents needed to design the application successfully.
 - d. The CLIENT shall provide written approval to the CONSULTANT, agreeing to the content that is submitted with the final application to the funding agency.
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2. Term of Agreement

The Term of this Agreement will begin on the date this contract is signed and will continue through the submission and term of the grant, including any subsequent years or cycles of this grant.

- a. The CLIENT agrees by this contract to allow CONSULTANT to assist in the writing and submission of the **Alaska 21st CCLC FY27 Grant RFA** on behalf of the CLIENT.
 - b. The CLIENT agrees to adhere to all data requests set by the CONSULTANT.
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3. Fees

- a. The CONSULTANT will waive the pre-award grant processing fee for the application and required documents submitted by the CONSULTANT for the research, writing, and submission of **Alaska 21st CCLC FY27 Grant RFA** on behalf of the CLIENT.

b. If the **Alaska 21st CCLC FY27 Grant** is awarded, the CLIENT will be assessed a fee of **6% of the total awarded grant each year for Years 1 and 2 (no more than \$40,000 each Year) and 4% of the total awarded each year for the remaining years.** Fees will not be invoiced until receipt of the Notice of Grant Awards (NOGAs).

i. The Consultant's compensation shall be deemed fully earned and payable upon the CLIENT'S receipt of the official grant award notification (Notice of Grant Award or equivalent). Post-award assistance is optional and does not impact Consultant compensation. The CONSULTANT'S entitlement to compensation is not contingent upon the performance or completion of post-award services.

c. The CLIENT acknowledges that the grant writing and consulting fees described herein are compensation for professional services resulting in the successful preparation, submission, and award of the grant. These fees are payable from the District's local funds (reimbursable through indirect funds or other allowable sources) and are not based on hourly work or itemized deliverables.

d. The CLIENT agrees to pay the CONSULTANT within 30 days of receipt of the CONSULTANT's invoice.

e. Late fees on balances not paid in full will accrue beginning the first day after payment is due at a rate of \$5 per day.

f. The CLIENT agrees that as long as any payment remains outstanding, the CONSULTANT is not bound to perform under this Agreement in any manner until such payment is made in full.

4. Parties' Relationship

The Consultant will act as an Independent Contractor, providing services, and will not act or hold itself out to third parties as an employee or agent of the Client. The CLIENT shall not control how the results or details of the Services are provided and/or achieved. The CONSULTANT shall supply its own tools, equipment, and materials as necessary to complete the services.

5. Compliance with Laws

Both parties shall comply with all applicable laws, including FERPA and any federal or state requirements regarding confidentiality and dissemination of student records.

6. Mediation

In the event of a dispute, upon thirty (30) days' notice, the parties agree to participate in at least four (4) hours of mediation in Texas, sharing equally in costs. Mediation shall not be a prerequisite to payment obligations under this Agreement.

7. Termination

a. **Termination Without Cause.** Either party may terminate this Agreement without cause by providing the other party with no less than thirty (30) days' prior written notice.

b. **Termination Prior to Grant Submission.** In the event the CLIENT terminates this Agreement before the submission of the grant application, the CLIENT shall compensate the CONSULTANT for all services performed up to the effective date of termination. Such compensation shall be calculated on a pro-rated basis in accordance with the scope of work completed.

c. **Termination After Grant Submission.** If the CLIENT terminates this Agreement after the grant application has been submitted, the CLIENT shall remain responsible for payment of the full fee specified in Section 3 if the grant is awarded. In all cases where the grant has been submitted and subsequently awarded, the full fee for that grant year, as defined in Section 3, shall remain due and payable notwithstanding the termination of this Agreement.

d. Payment to the CONSULTANT shall be made from the District's local funds.

8. Cooperation

The CLIENT agrees to provide timely access to personnel, data, grant portals, and other information reasonably necessary for the CONSULTANT to perform its obligations. Failure by the CLIENT to cooperate, delay, or restrict access to required information or systems shall not diminish or delay any compensation due to the CONSULTANT under this Agreement.

9. Nonpayment

Failure by the CLIENT to remit payment within 30 days of invoice shall constitute a material breach. The CONSULTANT may suspend all further work and shall be entitled to recover all amounts due, plus any reasonable costs of collection.

CLIENT – Chatham School District
David P. Langford, Superintendent

SIGNATURE 
David P. Langford (Mar 19, 2026 14:12:33 AKDT)

DATE 19/03/2026

CONSULTANT - Quality Assured Grant Consulting
Lisa Seiser, Owner and Principal Consultant

SIGNATURE 

DATE 19/03/2026