

Consulting Agreement

This agreement is entered into on this [redacted] day of [redacted], 20[redacted], between [redacted] of [redacted] (Phone: [redacted]), herein known as Client, and Mary E. Costello of [redacted], Columbia, MD 21045 (Phone: 443-267-8884), herein known as Consultant.

Under this agreement, the Consultant shall:

1. Provide organizational and/or program development assistance and services related to preparation of/funding requests, contracts, or provider agreements, to be compensated by the Client at a rate of \$[redacted] per hour. The scope of services shall be determined by mutual agreement and may extend beyond typical parameters of such responsibilities at the request of the Client.
2. Provide, via email, weekly accounting of hours billed against the retainer, charged in 15-minute increments, and the current retainer balance. Accounting updates shall not be provided during inactive weeks/periods.
3. Surrender all materials completed to date, provided that payment has been received. The Consultant is entitled to withhold any or all materials until fees have been paid.
4. Ensure that all written materials are original works and shall be, to the best knowledge of the Consultant, appropriate for the purpose for which they are developed.
5. Be available, as reasonable, for phone consultations with the Client.

Under this agreement, the Client shall:

1. Provide upfront payment in the form of a retainer, from which the Consultant will bill for the services that are provided each week. The Consultant will include regular balance information to the Client indicating hours worked. The retainer shall be made payable to Mary E. Costello via electronic bank transfer or reputable cash delivery system such as PayPal, Zelle, etc. Upon exhaustion of said retainer, the Client will forward additional retainer funds, continuing to pay in advance for the Consultant's services. Absence of retainer funds will result in all work placed on "hold status" until new payment is received by the Consultant.
2. Provide, in a timely manner, all necessary materials required by the Consultant to complete assigned tasks. This includes reasonable email and phone responsiveness to all questions and draft edit needs.

Both parties agree to the following:

1. This contract may be cancelled at any time by either party, and for any reason. Upon cancellation of this consulting contract, any unused portion of the retainer will be promptly returned to the Client.
2. The Consultant is in no way responsible for any legal or accounting issues that may arise out of the use of any written materials or obtainment of grants or other funding, and cannot provide legal or accounting counsel of any kind. Additionally, the Consultant accepts this contract in good faith that the potential for grants/other funding and corporate sponsorships is likely or possible, however no guarantee shall be made regarding the receipt of grant awards or other funding.
3. Work shall be compensated at a rate of \$[redacted] per hour. Incidental costs, if any, such as postage or duplication costs shall additionally be deducted from the retainer, with receipts furnished to the Client.
4. Consulting fees are subject to change at any time with 30 days written notice provided by the Consultant.

Name
Title
Organization

date

Mary E. Costello
Independent Consultant—Creative Edge Consulting
Grant Writing & Program/Organizational Development

date