

Grant Writer Collaboration Agreement between the Mt. Vernon Education Foundation and the Mt. Vernon Community School Corporation

Purpose:

This MOU establishes an agreement (“the Agreement”) between the Mt. Vernon Education Foundation (“MVEF”) and the Mt. Vernon Community School Corporation (“MVCSC”) (collectively “the Parties”) for grant writing services to support the identification, development, and management of grant funding opportunities.

Scope of Services:

MVEF will provide the following services:

- 1. Strategic Planning** – Assess funding needs and priorities, develop an annual grant strategy, and identify key funding opportunities.
- 2. Research & Identification** – Research and compile potential grant opportunities, monitor deadlines, and provide regular updates.
- 3. Proposal Development** – Prepare grant applications, budgets, and supporting documentation in alignment with funder requirements.
- 4. Capacity Building** – Provide training to MVCSC staff and necessary and create templates for future use.
- 5. Grant Compliance & Reporting** – In collaboration with the MVCSC administration, MVEF will ensure adherence to funder requirements, develop reports, and track progress.
- 6. Measurable Outcomes** – Establish benchmarks, track submissions, and document secured funding.
- 7. Grant Application Submission** – MVEF will prepare and submit at least four grant applications annually, as directed by the MVCSC superintendent or designee.

Compensation & Payment Terms:

1. Annual Flat Fee: MVCSC agrees to pay MVEF a fee of \$2,916.67 per month (35,000.04 per year) for grant writing services, ensuring consistent availability and support.

2. Administrative Fee on Awarded Grants: MVCSC will receive 100% of the administrative fees up to \$35,000 annually. After that, the administrative fees will be split with the MVEF receiving 85% of the administrative fees.

3. Payments will be made in monthly installments.

4. Potential Fees and Resources Fees and/or resources directly associated with grants and/or potential grants will be paid for by MVCSC with the prior approval of the superintendent or their designee.

Non-Discrimination: MVEF certifies and shall require its subcontractors to certify that it does not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, or ancestry.

Compliance with E-Verify Program: Pursuant to I.C. 22-5-1.7, MVEF shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (“Program”). Pursuant to I.C. 22-5-1.7 a fully executed affidavit affirming that the MVEF does not knowingly employ an unauthorized alien and confirming MVEF’s enrollment in the Program, unless the Program no longer exists, shall be filed with MVCSC prior to the execution of this Agreement.

FERPA Compliance: While performing under this Agreement, MVEF employees, agents, and representatives may be exposed to or acquire educational records containing personally Identifiable information as both are defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). MVEF hereby provides assurance that its employees, agents, and representatives will not disclose to any third party educational records or personally identifiable information except as otherwise permitted by this Agreement or law; will permit use of such confidential information only by employees, agents, and representatives and only in connection with performance under this Agreement; and will appropriately advise each of its employees, agents, and representatives of the obligation to keep such information confidential.

Terms & Duration:

- 1. This MOU is effective as of **May 1, 2025** and will renew annually on July 1, unless terminated by either Party with 30 days’ written notice.
- 2. Ownership of grant materials developed under this agreement will remain with MVCSC unless otherwise agreed.

The above terms and conditions are agreed to by the Parties, through their authorized representatives, on the last date signed below.

Superintendent

Mt Vernon Education Foundation Rep
