

CONTRACT SERVICES AGREEMENT

Between:

Cricket Emiko Kaya (“Consultant”)

and

[Client Name] (“Client”)

Effective Date: _____

Contract Term: _____

1. Scope of Work

Consultant will provide grant-related services selected by the Client in the attached Work Plan (“Work Plan”). Services may include RFP development, grant writing, oversight, systems design, and consulting. Only selected services will be performed.

2. Work Plan & Deliverables

Client will indicate selected services, hourly minimums, and rates using the Work Plan.

Deliverables for this contract include:

Deliverable	# of Hours	Rate

3. Compensation

Hourly rates apply as listed in the Work Plan. Each service includes an hourly minimum. Government or federally funded projects may include a 25% adjustment. Invoices are issued monthly and due within 30 days. Checks should be made out to Cricket Kaya.

4. Client Responsibilities

Client must provide timely access to documents, data, and staff; respond promptly to requests; and communicate deadlines or changes.

5. Timeline & Availability

Consultant will make reasonable efforts to meet deadlines. Rush projects may incur additional fees.

6. Ownership & Use of Work Product

Work becomes Client property upon full payment. Consultant may retain anonymized tools unless confidentiality prohibits it.

7. Confidentiality

Both parties agree to maintain confidentiality of shared materials and proprietary tools.

8. Independent Contractor Status

Consultant is an independent contractor and not an employee.

9. Termination

Either party may terminate with 14 days' notice. Client must pay for hours worked up to termination.

10. Liability

Consultant cannot guarantee funding outcomes.

11. Governing Law

This Agreement is governed by the laws of Oklahoma.

12. Signatures

Consultant:

Name: Cricket Kaya

Signature: _____

Date: _____

Client:

Name: _____

Organization: _____

Signature: _____

Date: _____

ATTACHMENT A: BUILD-A-GRANT WORK PLAN

To include: selected services, hourly minimums, hourly rates, estimated hours, adjustments, total cost, timeline, deliverables.