

MOUNTAIN GIRL GRANTS
AGREEMENT FOR GRANT WRITING CONSULTANT SERVICES

This agreement is entered into by and between Mountain Girl Grants, hereafter "Consultant" and _____, hereafter "Client."

- 1. Scope of Services:** Consultant agrees to provide the following services for Client:
 - a. Develop and maintain a *Needs & Wants List*.
 - b. Research grant opportunities.
 - c. Draft grant application(s).
 - d. Upon written approval from Client, submit grant application(s).
 - e. Perform grant management duties from the time of grant acceptance to the final grant closeout report.

- 2. Client Responsibilities:** Client agrees to the following responsibilities:
 - a. Client will respond to all requests for information from the Consultant within 72 hours unless otherwise agreed upon in writing by both parties.

- 3. Consulting Fee:** Client agrees to pay Consultant \$60.00 per hour worked unless otherwise agreed upon in writing (email records are sufficient). Consultant shall submit invoices by the 1st day of each month. Client will pay invoices within 30 days of receipt.

- 4. Term:** This agreement shall commence on _____ and terminate _____. This agreement may be terminated by either party with 30 days prior written notice. In the event of such termination, Consultant shall be paid for all services performed prior to such termination, including any services authorized in writing and performed during the notice period.

- 5. Guarantees:** Consultant shall perform all duties agreed to by both parties and shall submit work in good faith. Consultant does not imply or promise any guarantee that the grant proposal(s) will be funded. Payment is due even if grant funding is not received.

- 6. Independent Contractor:** Consultant acknowledges that services rendered under this agreement shall be solely as an independent contractor. Consultant will not be considered an employee of Client for any purposes.

- 7.** This agreement shall be construed according to the laws of the State of Washington.

8. This agreement may only be modified in writing and contains the entire terms of the agreement between the parties.

Witness the signatures of the parties on this ____ day of _____, 2023.

CONSULTANT:

CLIENT:

Jamie Kuryllo
Mountain Girl Grants

JAMIE L. KURYLLO

Bothell, WA • 916.799.6371 • jamiekuryllo@gmail.com

EDUCATION

University of the Pacific, Sacramento, California
Juris Doctor and Public Law & Policy Certificate, May 2013

CERTIFICATIONS

ICS 100/200/300/400/700/800 – FEMA
L975 All Hazards Position Specific Finance/Administration Unit Leader – FEMA

EXPERIENCE

Town of Estes Park, Estes Park, Colorado

Grant Writer, August 2023–Present

- Write and administer Federal, State, Local and private grants
 - Leary Firefighters Foundation (pending)
 - Ready, Set, Go! (awarded)
 - Colorado Strategic Wildfire Action Program (pending)
 - Community Wildfire Defense Grant (pending)

City of Bellevue Fire Department, Bellevue, Washington

Grant Coordinator, May 2022–August 2023

- Wrote and administered Federal, State, Local and private grants
 - Urban Area Security Initiative Program (awarded)
 - Emergency Management Performance Grant (awarded)
 - U.S. Department of Transportation - Technical Assistance Grants (awarded)
 - U.S. Department of Justice - Edward Byrne Memorial Justice Assistance Grant (awarded)
 - FEMA Assistance to Firefighters Grant (awarded)
 - State of Washington Department of Ecology – Electric Fire Engine (awarded)
 - State of Washington Department of Ecology - Hazmat (awarded)
 - FM Global Insurance (awarded)
 - State Farm Insurance (awarded)
 - Medic One Foundation (awarded)
 - Last Call Foundation (awarded)

Mountain Girl Grants, Reno, Nevada

Owner/Grant Writer, September 2020–May 2022

- Wrote and administered Federal, State, Local and private grants
 - FEMA Assistance to Firefighters Grant (awarded)
 - FEMA Staffing for Adequate Fire and Emergency Response Grant (awarded)
 - FEMA Fire Prevention & Safety Grant (awarded)

North Tahoe Fire Protection District, Tahoe City, California

Administrative Assistant II/Clerk of the Board, August 2015–July 2017

- Wrote and administered Federal, State, Local and private grants
 - FEMA Assistance to Firefighters Grant (awarded)
 - FEMA Staffing for Adequate Fire and Emergency Response Grant (awarded)
 - FEMA Fire Prevention & Safety Grant (awarded)