

June 15, 2022

Allison W. Caffrey
20 Stinson Road, Andover, MA 01810

Re: Independent Contractor Agreement

Client: Woodstock Economic Development Commission, Town of Woodstock, VT

Contractor: Allison W. Caffrey

1. Services

The Contractor, Allison W. Caffrey agrees to effectively execute the job requirements of the Grants Manager position for Woodstock's Economic Development Commission (WEDC). The requirements are contained in Attachment A- Grants Program Project Scope.

The Grants manager will report to the WEDC's Grants Manager Working Group, monthly. There will be quarterly reviews of job performance, which will be conducted by the WEDC.

2. Terms

The contract period will run from June 15, 2022 through June 15, 2023.

The WEDC will pay the Contractor an hourly fee of \$75.00 per hour, with approximately 15 hours per week anticipated. A maximum of \$30,000 is allowed. Expenses incurred performing the job function will be reimbursed; any expenses greater than \$100 will require prior approval. Invoices documenting hours, services provided, and expenses will be submitted monthly to the EDC Grants Manager Working Group. The Town of Woodstock will make payment for these invoices from the EDC's E-5093-062 account. The Client will report all payments to the Contractor and the IRS on an annual basis using IRS Form 1099-Misc.

3. Contractor Status

The Contractor is an independent contractor and is not an employee of the Client or the Town of Woodstock. Client and Contractor agree that no employee-employer relationship shall be created by this agreement. The Contractor shall not be entitled to any benefits that the Client provides its employees. The Contractor is responsible for all Federal and State taxes on the Contractor earnings. The Client will not provide the contractor workers compensation or equivalent under Vermont law. The Contractor shall use his own discretion and expertise as to how to effectively and professionally provide the services required by the Client.

4. Termination

Any party may terminate this agreement at any time by giving 30 days written notice to the other party.

Signed/Dated

Contractor:



Allison W. Caffrey

Client:

Tom Yennerell, Acting Municipal Manager
Town Of Woodstock

Date: June 16, 2022

Date: _____

Attachment A -- Woodstock Economic Grants Committee

Grants Manager: Woodstock Economic Grants Committee (EDC)

Description of key activities and responsibilities

Research phase:

- Develop a list of potential/ high interest projects for grant funded potential projects
Consult with EDC working groups
Review past grant applications to the EDC
- Develop an initial funder research list that will likely include:
State, federal and other public funding sources
Old and new ideas from the EDC Funder lists for similar town municipalities
Funder lists from non-profits working in the sectors of interest (employee housing, child care, etc.)
- Complete an initial screening of the more obvious opportunities to determine size of realistic potential.
- Develop and present a plan to the EDC that outlines key funder prospects and recommended next steps for the EDC's fundraising efforts.
- Provide a summary report of the detailed findings from this phase and access to a shared file of any detail notes.

Grant writing and grants management

- Work with EDC to Identify potential grant seeking projects
- Determine a process for prioritizing grant writing requests
- Work with the EDC to develop a working list of funders with potential for grant awards. If necessary, prioritize so that the number of grants will fit within the available grant writing and grants management budget.
- Complete any remaining research on each funder to confirm the EDC meets each funder's requirements before beginning the proposal development process.
- Meet with designated key contacts to gather any detailed information that is needed to include in proposal narratives.
- Write grant proposal narratives, collect required materials, and submit packages by published deadlines.
- Create and manage grant award and acknowledgement process to ensure that grant agreements are signed and returned by the EDC and that acknowledgements are sent in a timely manner.
- Create a system for and Manage reporting requirements, including writing report narratives, collecting required data and materials, and submitting report packages by the specified deadlines.

Administrative responsibilities

- Stay in regular communication with the EDC Grants Working Group on progress, ideas, and challenges as research and projects progress. This will include one formal 30-60 minute check-in meeting per month, more frequently in the initial months
- Create and maintain a grants and reporting deadline and decisions calendar.
- Create a well-organized, shared file system that includes a copy of each grant and report submitted including the budget, award letters and agreements, and any other key documentation unique to the grant.
- Keep a log of hours spent to ensure fair compensation and for future planning purposes.