

**LETTER AGREEMENT WITH ALICIA SKINNER  
FOR GRANT WRITING SERVICES**

March\_\_\_\_, 2015

Ms. Alicia Skinner  
Skinner Consulting Services  
29 Woods End Road  
West Orange, New Jersey 07052

Dear Ms. Skinner:

This letter agreement shall constitute the agreement for you, Alicia Skinner (hereinafter "Ms. Skinner" or "Grant Writer"), to provide services to the Township of West Orange ("Township") as its Grant Writer for a period of one (1) year, commencing January 1, 2015 and lasting through December 31, 2015.

The amount to be paid Ms. Skinner for such services shall be \$2,333.33 per month, commencing as of January 1, 2015. This agreement is subject to cancellation on thirty (30) days' written notice by either the Township or Ms. Skinner.

This will confirm that the relationship of the parties shall be that of a part time, **INDEPENDENT CONTRACTOR** and not employer/employee or principal/agent. Ms. Skinner shall be solely responsible for her own work hours and daily responsibilities. As an independent contractor, Ms. Skinner shall be fully responsible for all obligations to any taxing authority or other governmental entity arising out of this Agreement. Ms. Skinner shall receive no monetary or other benefits not specifically enumerated in this agreement

The manner and means of performing all services shall be subject to Ms. Skinner's sole control unless otherwise specified in this Agreement. Ms. Skinner shall not have the legal authority to bind the Township in contract, debt or otherwise without the prior written consent of the Township.

Ms. Skinner's responsibilities shall include, but are not necessarily limited to:

- Providing professional consultations with respect to the study of County, State, Federal, corporate and private aid funds as they relate to the needs of the Township, or as requested by the Township.
- Researching, planning, preparing, submitting, proceeding with and following up on all applications and programs for such aid.
- Obtaining "New Grants" totaling at least the amount paid to Ms. Skinner pursuant to and during the term of this Agreement (\$28,000.00). "New Grants" shall mean grant monies which are not recurring or repeating as a result of work done by Ms. Skinner in previous

years (e.g., a grant of \$1,000 per year for five years would not be considered a “New Grant” in years two through five, but if during the period of recurring or repeating payments of such a grant, the payments were increased, or a separate grant was received from the same source, the amount of the increase, and/or separate grant, is to be considered a “New Grant”; it is not the source which is material, but the work performed to prepare a successful grant application). In the event that New Grants in the aggregate received during the term of this Agreement through Ms. Skinner’s efforts do not total at least her annual compensation (\$28,000.00), then Ms. Skinner agrees that she will continue to provide her services pursuant to this Agreement beyond the term of this Agreement at no cost to the Township until the total of New Grants received exceeds said annual compensation.

- Submitting an annual written report at the conclusion of the term to the Mayor concerning all services rendered and new grants obtained.
- Attending any meetings requested by the Mayor and/or Business Administrator to discuss potential grants and report as to timeframes and deadlines for submission of grant applications, status of grant applications, and areas of available grant funding.

During the contract period, Ms. Skinner may be reimbursed for out-of-pocket expenses for supplies needed to perform the services described in this Agreement, including ink cartridges, postage and other such related items, but in no event shall such amount exceed the total of \$50 per month. Any such reimbursement is conditioned upon timely submission of receipts to the Township’s Chief Financial Officer, not to exceed thirty (30) days from the date of purchase of any such supplies.

All grant applications are subject to the approval of the Township in its sole discretion, and no grant application shall be submitted without the prior approval of the Township Council.

If the foregoing terms are acceptable, kindly affix your signature below.

WITNESS:

ALICIA SKINNER

By:\_\_\_\_\_

By:\_\_\_\_\_  
ALICIA SKINNER

ATTEST:

TOWNSHIP OF WEST ORANGE

\_\_\_\_\_  
KAREN J. CARNEVALE,  
MUNICIPAL CLERK

By:\_\_\_\_\_  
ROBERT D. PARISI, MAYOR