

CONSULTING AGREEMENT

between

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

2579 Interstate Drive, Harrisburg, PA 17110

and

SUSAN H. MITCHELL

3218 Crest Road, Harrisburg, PA 17109

susanmitchell714@gmail.com

1. CONSULTATION SERVICES

The consultant agrees to identify potential grant possibilities for Susquehanna Township School District, meet with assigned school district staff for feasibility and specifics, complete and submit draft documents to staff, and finalize grant applications based on feedback. Additional grant possibilities may be identified by school district staff who will work with the consultant to write the grant according to staffs' identified needs. The consultant will work in coordination with district staff, to complete and submit all grants according to the grant applications' requirements and deadlines. The consultant will submit a monthly report with identified grant possibilities and research completed.

2. CLIENT DELIVERABLES

Susquehanna Township School District will meet mutually agreed upon deadlines for providing application content, obtaining approvals of program design, content and budget, and securing any required institutional commitments. The district will sign all proposal forms or cover letters, provide access to the necessary online grant application sites and coordinate with the consultant to complete and submit the grant by the published deadline.

3. TERMS OF AGREEMENT

Either party may terminate this agreement on 10 days' notice to the other party by writing, certified mail, or personal delivery.

4. PERIOD OF PERFORMANCE

This agreement will begin July 1, 2025 and end June 30, 2026. Review and identification of potential grants will occur monthly; grant writing and submission will occur as directed by Susquehanna Township School District.

5. COMPENSATION

The consultant will be paid for 10 hours each month to research and identify potential grants. Additionally, the consultant and Susquehanna Township School District will agree upon an identified number of hours for each grant approved for submission. The consultant may request additional hours for a specific grant, subject to approval by the School District. The consultant will be paid at an hourly rate of \$100.00/hour and will submit a monthly invoice.

6. OWNERSHIP OF WORK PRODUCT

Susquehanna Township will own the grant proposals, correspondence, and information included within them.

7. LOCATION OF SERVICES RENDERED

The consultant will complete services at 3218 Crest Road, Harrisburg PA 17109.

Meetings with School District staff will be conducted on site at either the district office or its school buildings.


Consultant

6/19/25
Date


School District Representative

08/18/25
Date