



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. 56 of 2025

RE: APPROVING EXTENSION OF TOWN OF AMENIA GRANT WRITER CONTRACT

WHEREAS, the Town Board of the Town of Amenia, by Resolution No. 51 of 2025, adopted by the Town Board on April 16, 2025, authorized a short-term contract with grant writer Christina Gast LLC to assist the Town with its grant writing efforts including planning and prioritizing grant writing goals, searching and targeting Federal, State and Local funding sources for the Towns ongoing needs and to draft grant application on behalf of the Town; and

WHEREAS, the Town Board is desirous of extending the contract with Christina Gast LLC through calendar year 2025; and

WHEREAS, the services to be provided by Christina Gast LLC to the Town constitute professional services which are exempt from the bidding requirements under General Municipal Law Section 103 and the Town of Amenia Procurement Policy.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Amenia hereby authorizes an extension of the contract with Christina Gast LLC through calendar year 2025 to provide grant writing services in accordance with the proposal annexed hereto and made a part hereof.
3. The Town Board of the Town of Amenia hereby authorizes the Supervisor to execute a contract for such services, after review and approval by the Attorney to the Town, in substantially the same form as annexed hereto.
4. The Town Board of the Town of Amenia hereby authorizes and directs payments for Christina Gast LLC services to be paid from the Grant Administrator Budget Line No. 1.019894.01.057 in accordance with the annexed proposal.
5. The Town Supervisor, upon consultation with the Attorney to the Town, is authorized to negotiate and clarify any wording, provided the overall expense and liability to the Town is consistent with the provisions contained in the annexed proposal.

Motion made by C/Rebillard, Seconded by S/Blackman

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	Aye
Councilmember Rebillard	Aye
Councilmember Hamm	Aye
Councilmember Ahearn	Aye

Dated: Amenia, New York
May 15, 2025


DAWN MARIE KLINGNER, TOWN CLERK

Agreement Between

Christina Gast LLC & Town of Amenia

THIS AGREEMENT is made and entered into between Christina Gast LLC (CG LLC), independent consultant, and the Town of Amenia (Client). The effective date of this agreement is July 1, 2025. This agreement covers the following 2-month period as outlined and provided by CG LLC between [July 1, 2025] and [December 31, 2025]. Additional services may be added, as needed, based on the Town's needs and a modified contract. The terms are as follows:

1. The Town of Amenia will pay Christina Gast LLC \$2,500 pr/ month via check. Payment will be due by the 1st of every month (excluding holidays and weekends). Months will be determined as a calendar month, not 30-day increments.
2. To ensure timely and efficient services, Client has identified Town Supervisor Leo Blackman as the point of contact. He is the only authorized point of contact and decision-maker who will be working with CG LLC. CG LLC will communicate directly with this authorized decision-maker throughout the contract period. CG LLC is not obligated to respond to requests or recommendations from additional members of the client's team unless an authorized representative from Client's leadership officially provides a new point of contact who can complete the work product as agreed upon in this contract. The client may select a secondary decision-maker and request that CG LLC include that individual in all planning correspondence.
3. Christina Gast LLC will provide municipal grant writing services to the Town of Amenia. CG LLC will prepare applications and/or LOIs that address current funding needs based on best fit and application deadlines. Town Supervisor Leo Blackman or an appointed designee must approve moving forward with a particular grant proposal and communicate the "ask" to CG LLC at least 8 weeks prior to the deadline date unless both parties agree to a shorter deadline. Progress on all projects will be assessed during monthly Status Review Meetings. CG LLC will provide a monthly progress report on work completed and hours used. CG LLC may support on stakeholder surveys, narrative portion of grant reports, or other mutually agreed-upon grant-related services within the hourly scope of this contract. CG LLC will be available for consultation with Town Board members and Town Committees as requested by Supervisor Blackman upon availability and with appropriate scheduling timelines.
4. Applications will be prepared by CG LLC and submitted by the Client. CG LLC will not be responsible for preparing program or organizational budgets for grant applications.
5. All application materials will be prepared and stored in the Town of Amenia's One Drive, and Town employees, Town Board members and Committee members will collaborate in the One Drive as established in the Work Plan of each application.
6. At the time of submission, CG LLC will share all published deadlines with respect to award announcements with Leo Blackman.
7. When grants are awarded, it is the responsibility of the Town of Amenia to process contracts and meet project timelines. CG LLC will prepare final and interim report narratives at the Town's discretion, but financial reporting and project documentation are the responsibility of the Town.
8. CG LLC acknowledges that during the engagement it and its associates will have access to and become acquainted with information, records and specifications owned or licensed by the Town of Amenia and/or used by the Town of Amenia in connection with the operation of its business, including, without limitation, the Town of Amenia's business, accounts and procedures. The Contractor agrees that it and its associates will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Town of Amenia.
9. As compensation for the services rendered pursuant to this Agreement, the Town of Amenia shall pay the Contractor at the hourly rate of \$125 per hour, with the total number of hours projected to be approximately 20 hours per month for 8 months. Prior to commencing work, the Town of Amenia shall pay the Contractor a retainer payment equal to the first month of the

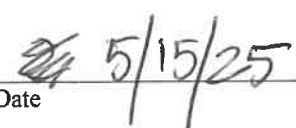
expected number of hours to be performed under this contract (\$2,500). CG LLC will then invoice the Town of Amenia monthly for the hours to be worked each month until the contractual period has ended. If in performing its duties for the Town of Amenia, CG LLC exceeds 160 hours overall, CG LLC will bill the Town of Amenia for the incremental increase in hours. CG LLC will not increase the hours beyond the scope of this agreement without first receiving written authorization from Supervisor Leo Blackman and/or appointed designees.

10. Discontinuation-This agreement may be terminated by either party for cause or convenience effective upon the expiration of thirty (30) days after written notice of intent to cancel is provided by cancelling party.
11. Failure to Comply – a) Failure by the Town of Amenia to comply with the payment schedule may result in suspended services until the payment is brought current. If services are suspended for a failure to pay and the Town of Amenia does not bring payment current within 30 days, the entire unpaid balance of the fee owed by the Town of Amenia under this agreement will become immediately due and payable, and CG LLC will have no further responsibility to perform services under this agreement. b) Failure by CG LLC to comply with the terms of this agreement will require reassessment by the Town of Amenia of the payment schedule. The Town of Amenia may suspend payments until CG LLC complies with the terms of the agreement. If payments are suspended for failure of CG LLC to comply with this agreement and CG LLC fails to comply within 30 days after written request by the Town of Amenia, the entire unpaid balance of the fee may be withheld by the Town, and the Town will have no further responsibility to make any payments to CG LLC under this agreement.
12. While there is no guarantee of funding through a grant process, CG LLC guarantees the highest quality application will be submitted on behalf of the Town of Amenia.
13. Upon the termination of this contract, all grants, supporting documents and reports remain the property of the Town of Amenia.
14. Relationship of Parties: It is expressly understood that CG LLC is an independent contractor and that neither party shall be an agent or employee of the other party or have the authority to bind the other party. This Agreement is not intended to and shall not create a partnership, joint venture or profit-sharing relationship of any kind.
15. **Applicable Law:** The laws of the State of New York shall govern this Agreement, without regard to its conflicts of laws principles.
16. **Venue:** The Federal and State Courts of the State of New York in Dutchess County shall have exclusive jurisdiction over any disputes arising under the terms of this Agreement.
17. **Attorney's Fees:** In the event that either party shall be required to retain the services of an attorney to enforce their rights under this Agreement, the prevailing party shall be entitled to receive from the non-prevailing party court costs and reasonable attorney's fees at the pre-trial, trial and appellate levels.
18. Non-Exclusive: The Town of Amenia agrees that CG LLC is free to contract for similar services to be performed for others during the term of this Agreement.
19. At no time will CG LLC have control or custody of contributions for the Town of Amenia.
20. The signature of both parties shall evidence acceptance of these terms.

Christina Gast LLC


Town of Amenia

Date


Date

PROJECT SCOPE STATEMENT

Project Name: Town of Amenia Grant Writing

Project Start: July 1, 2025

Project Duration: 6 months

PROJECT PURPOSE: To manage the Town of Amenia’s selected grant submissions with accuracy and efficiency.

PROJECT DESCRIPTION: Will manage the writing and logistics of grant projects selected by the Town at approximately 20 hours / month.

DESIRED RESULTS:

- Grant opportunities selected by the Town prepared and submitted in a collaborative manner
- Project work plans & file storage kept current using OneDrive for projects CG LLC is managing
- Communication with Town of Amenia as outlined below

EXCLUSIONS (Items not included in the scope of work):

- Processing contracts
- Developing budgets
- Uploading budgets when not provided as completed PDF or Excel file
- Password/portal access management
- Actual submission (CG LLC will handle or collaborate on upload as agreed upon in each project’s work plan, Town of Amenia representative must be liable for submitting)
- Grant management for awarded proposals
- Budget management for awarded proposals

CONSTRAINTS (Factors that may delay the work):

- Content contributions not received from client by agreed-upon deadlines
- Client’s content reviews not received by calendared deadlines
- Incomplete client content / support material contributions
- Bottlenecks caused by high volume of work during deadline-heavy times of the year

COMMUNICATION PLAN:

COMMUNICATION TYPE	INITIATOR	AUDIENCE	METHOD/CHANNEL	TIME /FREQUENCY
Grant Project Confirmations (8 weeks prior to grant deadline unless shorter deadline is mutually agreed)	Town Supervisor	CG LLC	During monthly in-person status review meetings or via email	Ongoing
Monthly Project Status Review Meeting	CG LLC	Town Supervisor and Project Mangers	In-person or via Zoom	45 minutes
Grant Project Reviews	CG LLC	Town Supervisor and Project Managers	Calendared in Outlook	Ongoing
Information Requests	CG LLC	TS, PMs and other staff	Email or calendared in Outlook	Ongoing
Content Contributions and Document Sharing	Town Supervisor, Project Managers and other staff	CG LLC	Email or via comments in working drafts	Ongoing

ACCEPTANCE CRITERIA: Contract sign-off by May 15, 2025

APPROVALS: Leo Blackman, Town Supervisor, Town of Amenia

PROPOSAL WRITING PROCESS

The PRODUCT:

You will walk away with...

- ✓ Clarity around how the organization and prospective funder priorities align
- ✓ A custom grant proposal that addresses all requirements of a specific funding opportunity
- ✓ Professional recommendations and review to ensure a program/project proposal budget conforms to the funder's requirements
- ✓ A compilation of all required support documents

The PROCESS:

We take these steps to complete each of your grant proposals...

1. Complete a Kickoff Meeting (this will be done during monthly Status Review Meetings)

- ✓ The PURPOSE is to...
 - a. Review the grant application guidelines
 - b. Agree upon a game plan (confirm project scope, content collection and creation tasks [who, what], and timelines)
- ✓ WHO should participate?
 - a. Required: Town Supervisor
 - b. Requested: Project Managers ¹[TBD]
- ✓ HOW to prepare?
 - a. Review the grant guidelines
 - b. Note immediate questions, suggestions, or concerns related to grant guidelines
 - c. Complete the pre-qualification process (establish portal logins, required registrations, etc.)
 - d. Submit any content requested by the consultant

2. Share required content with writer [Client]

- ✓ What content is required? (narrative, supporting content)
- ✓ When is it needed?
- ✓ How will info be gathered (written vs. verbal contributions)
- ✓ Formatting/submission specifics

3. Drafting process [Consultant]

4. First draft review [Client and Consultant]

- ✓ Confirm the accuracy of the narrative and supporting documents
- ✓ Address missing information
- ✓ Provide suggested revisions

5. Round two-editing process [Consultant]

6. Second draft review [Client]

- ✓ Identify major omissions
- ✓ Confirm compliance with guidelines

7. Submittal [Client and Consultant]

¹ "Project Manager" refers to the Town Board member, other Town representative (eg. volunteer committee or board member) or staff member who will oversee the completion of the work proposed in the grant application if awarded

- ✓ Writer uploads all content except budget / financial requirements (unless they are provided in a completed funder-required PDF or Excel sheet) to portal or sends compiled package to Town Supervisor or appointed TB or staff member
- ✓ Town Supervisor or other TB or staff member assigned to do so reviews project in portal, revises as needed, adds any missing information / documents, approves and submits

8. Closeout (Monthly Task) [Consultant]

- ✓ File documents in One Drive
- ✓ Add funder notification date to Outlook Calendar