



Provider Services Agreement

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January 2, 2018

Volunteer Park Trust (VPT) contracts with Jeff Crandall (the Provider) to serve as Administrative Services Manager to provide Volunteer Park Trust with the following services under the following three service areas:

- I. Administrative & Development, reporting to the Vice Chair/Chair of the Development Committee
 1. Support for development efforts: four events, GiveBIG, Spring Reception, the Fall Campaign, and Giving Tuesday.
 2. Grant research, writing and management for non-DON and non-Amphitheater grants.
 3. Support for data management for donors and prospects as needed to assist the data manager.
 4. Other duties as needed for administrative support and to support the Landscape Committee.
- II. The Capital Projects Committee, reporting to the Chair of the Capital Projects Committee.
 1. Management of the implementation of the DON (Seattle Department of Neighborhoods) grant/s.
 2. DON grant research, writing and management.
 3. Support for the implementation of the Major Projects Challenge Fund grant.
 4. Major Projects Challenge Fund grant data gathering, data analysis, research, writing, and management.
 5. Administrative project support and project oversight as determined by the Chair of the Capital Projects Committee
- III. Communications & Marketing, reporting to the Chair of the Marketing Committee
 1. Execute marketing strategy (including events) through monthly website and calendar updates, Mailchimp newsletters, Capitol Hill Blog posts, Facebook, Twitter, and Flickr.
 2. Other projects as determined by the Marketing Committee Chair.

The Provider will direct the work done in each of these areas. He is expected to work an average of no more than 25 hours per week. The Provider will submit a time sheet each month detailing his work activities. The Seattle Parks Foundation, the fiscal agent of VPT, will pay the Provider upon the receipt of the approved time sheet/invoice.

This contract is subject to the following conditions and stipulations:

1. VPT will compensate the Provider at the rate of \$30 per hour spent on the above tasks and/or meeting with VPT committee members or other providers.
2. VPT will compensate the Provider at the IRS standard mileage rate for 2017 of \$0.545 per mile for travel to and from required meetings, events, errands or other tasks.
3. The budget for this phase of the project is up to \$36,000, or 1,200 hours of time and 2,000 miles (\$1,090). If time remains after the completion of the above tasks, the Vice Chair will work with the Provider to determine additional appropriate tasks.
4. The Provider will guarantee one month (4 weeks) of continuous time wherein no billable work will be done for VPT. The date range of this time off will be determined by mutual agreement.
5. VPT may terminate this Agreement at any time for any reason, provided that it agrees to compensate the Provider for all services performed and products accepted up to the date of termination.
6. The Provider may terminate this Agreement at any time for any reason, provided that he gives 14 days advance written notice of the date of the termination of his services.
7. As an independent contractor, the Provider is liable for all taxes due as a result of compensation received under this Agreement.

Agreed this 2nd day of January, 2018 by:



Provider:

Jeff Crandall dba InVerse Studio
PO Box 97236
Lakewood, WA 98497
SS or EIN: 91-2023929



VPT:

Brian Giddens
Chair, Steering Committee