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"An Educated Staff is a Powerful Tool"



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**Task Order**  
**Annual Contract-Technical Assistance**

The (*Enter Organization Name*) \_\_\_\_\_ issues Task order No. \_\_\_\_\_ directing Alan Michael LLC to provide the following for a 12 month period ending \_\_\_\_\_.

Statement of Work:

- (1) Complete narrative, financial and budget formulations and all application requirements for up to five (5) grant application submissions during a 12 month period.
- (2) Provide online and access to office resources through the Alan Michael LLC Anchorage workstation.

*By signing this task order: the Client acknowledges there is a possibility project managers employed or owners of Alan Michael LLC may be hired to provide technical assistance to other communities for the same grant opportunity in the same fiscal year. Alan Michael LLC has no financial or personal interest or conflict by providing technical assistance to different clients for the same resources. There is no guarantee the Client will be awarded any funds from submissions made with technical assistance from Alan Michael LLC. Any grant application not awarded under this agreement will be reviewed for scores and will be eligible for editing, updating and resubmission during any subsequent grant offering period at the Clients direction. The flat fee for resubmissions is \$2,500. Limitation: Client agrees to limit grant requests to a maximum of two requests(2) per quarter.*

The point of contact for information related to grant application research/compilations will be:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

A complete description can be found at: (*Enter the Internet link for this application request*)

Grant1--www.(	)
Grant2--www.(	)
Grant3--www.(	)
Grant4--www.(	)
Grant5--www.(	)

The Estimated Total Fee for this task order is not to exceed: \$7,500 per Quarter (3 Month period).

Annual Agreements are invoiced in advance of each annual quarter.

First National Bank of Alaska  
Alan Michael LLC -- Business Checking Account

**Organization Name:** \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_