

December 12, 2024 (Agenda)

Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara CA 93101

## **Contract for Professional Assistances in Preparing SALC Grant Pre-proposal**

Dear Members of the Commission:

### RECOMMENDATION:

It is recommended that the Commission authorize the contract with Kelsey Maloney Consulting to provide technical support in preparing Sustainable Agricultural Lands Conservation Planning Grant pre-proposal, in an amount not to exceed \$2,700.

### DISCUSSION:

The Commission adopted its Work Plan in January to seek broad partnership of local groups to participate in the next round of grant funding. In October 2024, the Commission supported SBLAFCO taking the lead role for administering the SALC Planning Grant and to work with the partnership. The Commission also directed City representation be requested to join the core team.

Ms. Maloney has provided a scope and contract to assist with preparing the pre-proposal application materials. Ms. Maloney has also provided an information sheet outlining her qualifications and prior experiences on grant writing.

It is recommended that the Commission authorize the contract with Ms. Kelesy Maloney to provide support to the staff and Commission with respect to Sustainable Agricultural Lands Conservation Planning Grant pre-proposal work.

This recommendation is offered in light of the deadlines to complete pre-proposal by January 31, 2025, coupled with the fact the normal Commission workload continues to challenge the staff and create significant demands on its time that will distract attention from the required grant.

The amount of the contract with Ms. Maloney is not to exceed \$2,700, with two check-ins once the invoice has reached 10 hours (or \$1,350) and again at 15 hours (or \$2,025). Funds are budgeted and available in Account 7460 for this expense.

Attachments:

Attachment A: Contract proposal and Background Experience from Kelsey Maloney

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater  
Executive Officer

## CONTRACT FOR GRANTWRITING SERVICES

### PARTIES

This agreement is made between Santa Barbara County Local Agency Formation Commission (LAFCO) (“Client”) and Kelsey Maloney Consulting (“Contractor”) for the terms outlined below.

### SCOPE OF SERVICES

Contractor agrees to provide the following services for Client: grant proposal writing and meetings with client and partners. Contractor will work with Client to collect information and documents needed for work.

### TERM

Contractor shall commence performance on November 27, 2024 and end performance upon completion, but no later than January 31, 2025 unless otherwise directed by Client or unless earlier terminated.

### COMPENSATION

The Client agrees to compensate Contractor at the rate of \$135 per hour and Contractor shall be paid a total contract amount not to exceed \$2,700 based on the below estimate. Contractor will keep careful track of hours spent on Client business and submit an itemized invoice on a monthly basis. Time will be rounded to the nearest tenth of an hour. Amount shall be paid to Contractor within 30 days of receipt of invoice.

Contractor estimates up to 20 billable hours (or \$2,700) for all work related to the drafting and submission of the Sustainable Agricultural Lands Conservation Program (SALC) pre-proposal. Contractor will notify client once the invoice has reached 10 hours (or \$1,350) and again at 15 hours (or \$2,025). Contractor will not incur any costs for which Contractor would seek cost reimbursement from Client.

### INDEPENDENT CONTRACTOR

Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture. Contractor understands and acknowledges that she shall not be entitled to any of the benefits of a LAFCO employee. Contractor is responsible for the payment of all federal, state and local income taxes.

### CONFIDENTIALITY

Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization.

### GUARANTEES

Contractor shall use all resources at Contractor’s disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. However, no guarantee of receipt of funding by the Client is implied or promised by Contractor. Payment is due even if Client decides not to submit the proposal or does not receive a grant.

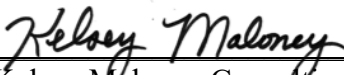
### TERMINATION

This contract may be terminated with 14 days’ written notice at the request of either party.

### ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties. This agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this agreement.

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Santa Barbara County Local Agency Formation  
Commission / “Client”

  
\_\_\_\_\_  
Kelsey Maloney Consulting /  
“Contractor”



*Santa Barbara  
Grant Writing*

**Grant Writing for Non-profit Organizations  
Information Sheet**

**Contact Information**

- Kelsey Maloney: [kelsey@sbgrantwriting.com](mailto:kelsey@sbgrantwriting.com), 805-964-0504

**Grant Writer Role**

In working with non-profit organizations to prepare grant proposals, my goal is to facilitate a relationship between the organization and the funder. This may include the following:

- Research potential funders and follow-up on leads provided by the organization.
- Create a calendar of deadlines for potential funders.
- Prepare and submit grant proposals and grant reports.

**Rate:** My rate is \$135/hour for writing time, research, meetings, and other preparation work.

**Capabilities and Experience**

As Junior Partner at The Write Team, a local consulting firm ([www.thewriteteam.net](http://www.thewriteteam.net)), and independently (Santa Barbara Grant Writing), I have worked with approximately 25 reputable and successful non-profit organizations in the Santa Barbara area. Below I have listed a few examples of current clients (separated based on whether I work with the client directly or through The Write Team):

Clients I work with directly:

**\*Community Environmental Council:** Since 2020, I have helped secure multiple government grants (Clean Mobility and CalRecycle) totaling several hundred thousand dollars. Recently helped secure a multi-year \$2 million grant from the Department of Energy.

**\*White Buffalo Land Trust:** I have provided grant writing services since 2018 and helped identify/secure a nearly \$500,000 grant from USDA, a \$98,000 grant from the California Department of Food and Agriculture, and a multi-year \$5 million grant from USDA.

**\*Wilderness Youth Project:** I have provided grant writing services since 2019 and help apply for grants totaling approximately \$1 million per year.

**\*Commercial Fishermen of Santa Barbara:** (2019-present) submitted successful USDA Local Food Promotion Program grants in 2020 and 2021

**\*Wild Local Seafood: (2021)** submitted successful \$500,000 Farmer Market Promotion Program

**\*Lobero Theatre Foundation:** I have provided grant writing services to SBTHP since 2016.

**\*Music Academy of the West:** I have provided grant writing services to MAW since August 2022.

**\*Healing Justice SB:** I have provided grant writing services to HJSB since July 2020 and have raised over \$300,000 in new funding.



*Santa Barbara  
Grant Writing*

The Write Team clients I work with:

\*United Boys & Girls Clubs of Santa Barbara County (UBGC): We have provided grant writing services to UBGC since October 2016 and help secure approximately \$1 million in grants annually.

**References**

Michelle Howard, Wilderness Youth Project  
[michelle@wyp.org](mailto:michelle@wyp.org)  
805-455-4808

Ana Smith, White Buffalo Land Trust  
[ana@whitebuffalolandtrust.org](mailto:ana@whitebuffalolandtrust.org)  
805-637-5497

**Testimonials**

Jesse Smith, White Buffalo Land Trust: *"White Buffalo Land Trust has contracted Kelsey Maloney as a grant writer for the last several years now. She works with us to research and develop our grant strategy, keep track of grant opportunities, apply for grants when we need the support, and follow up with reports. Our team greatly appreciates her attention detail, timeline management, organization, and clear communication. In 2019, WBLT was awarded nearly \$600,000 in grants, and the annual cost of contract grant writing services was under \$5,000. Kelsey is a critical component of our fundraising success."*

In 2023, the median return on investment (ROI) for our clients was \$31 for each \$1 invested in grant writing services.