



Plain Language Collaboration Agreement

This is a plain-language collaboration agreement between you, as the instructor, and Grant Professionals Association (GPA). That covers a prospective collaboration between you and GPA. If we move forward in the collaboration, it sets out your role and ours. It ensures that you retain the copyright in your course outline, PowerPoint slides, and other materials, if any, prepared by you in connection with the class or classes that you will teach for GPA. It ensures that we retain the copyright in the recorded class sessions. And it sets out the uses that GPA, may make of your class materials and participation as an instructor.

The Collaboration. We will provide, at our expense, the registration system, teleconferencing system, and website webinar system for the class(es) you wish to teach. You will serve as an instructor for one or more live and recorded on-demand webinar classes. You will prepare, at your expense, a class syllabus and a PowerPoint slide presentation. You may also provide, optionally, additional class materials. The slides, syllabus, and any additional materials provided by you will be provided to all attendees via email from a GPA staff member.

A date and time for each class that you will teach will be agreed upon between you and GPA. You will utilize your best efforts to log in to the class webinar system 20 minutes before the start of the live webinar class, and to be fully prepared to conduct a 60-minute professional-level virtual class. We will use our best efforts to fully support you in your preparation for your participation on the class web site, and for the live class session.

Your Materials. You are the creator and copyright holder of the PowerPoint slides, class syllabus, and other materials, if any, prepared by you in connection with the class, and will remain as such. You will develop your class materials and forward these to us for final approval, according to a deadline agreed upon between you and GPA, and in advance of any class promotion and registration. You will develop such materials on your own equipment, in your own office or equivalent, according to your own best judgment as a leading nonprofit-sector professional. We may provide input on your materials but will not make changes, other than formatting changes, without your consent. Of course, we're pleased to offer any technical assistance we can – just ask.

You give a non-exclusive, worldwide license to GPA, to utilize such materials, including written transcripts and audio/video recordings, in the presentation of live and recorded classes GPA web site, and any web site of a member of GPA.

You may revoke the license at any time, upon 30 days notice. In any use that we make of your materials, we will ensure that you are at all times identified as the author and copyright holder.

The Recording of the Class Session. We will record the live webinar class session in audio and video. We will make the recorded class available for on-demand playback and/or downloading over the Internet. GPA is the author and copyright holder of the recorded class. You consent thereto and waive any and all property rights that you may have in the recorded class and any public or private performance involving the recorded class. Your waiver covers you, your heirs, partners, shareholders, employees, assigns, and all others who may have an interest through you. To the extent that such waiver is ineffective, you hereby assign any such rights to GPA.

Instructor Compensation. GPA offers all webinars (live and recorded) for free to current/active GPA members. All non-members of GPA will be charged \$49 to view a live or recorded webinar. Unless you agree to waive compensation and donate it to the Grant Professionals Foundation (GPF), GPA will pay you \$150 for each webinar that you host for this association. It is understood that you will not receive any compensation for the registration fees of members and non-members. It is also understood that you are not an employee of GPA, but rather are engaging in an arms-length professional collaboration with us. GPA and you are independent contractors.

Instructor Signature: _____

Instructor Name: _____

Date: _____