Consultant Services Agreement

For freelance grant writers, analysts and associates

Novos Ventures · novosventures.com · hello@novosventures.com

DRAFT TEMPLATE – NOT LEGAL ADVICE

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This agreement is made on [date] between Truway Sunergy Ltd, trading as Novos Ventures, a company registered in Ireland (CRO No. 577016), whose registered office is at [registered office address] ("Novos Ventures", "we", "us"); and [Consultant name], [company number / PPS not required], of [address] ("the Consultant").

1. Services

1.1 The Consultant will provide [grant writing / financial modelling / research / other] services as requested by Novos Ventures in writing for each assignment, including the deliverables and deadline.

2. Status

2.1 The Consultant is an independent contractor, not an employee. The Consultant is responsible for its own tax, PRSI and insurance, and may work for others provided there is no conflict of interest with a Novos Ventures client.

3. Fees

3.1 Fees: [day rate / hourly rate / fixed fee per assignment] + VAT if applicable, invoiced [monthly / on delivery], payable within [__] days of a valid invoice.

4. Quality and AI use

4.1 The Consultant will perform the services with reasonable skill and care, will not include false or unverifiable statements in any application, and will tell Novos Ventures when AI tools have been used to draft content.

5. Confidentiality and data protection

5.1 The Consultant will keep all client and Novos Ventures information confidential, use it only for the assignment, access it only through accounts provided by Novos Ventures (including the CRM), and comply with the GDPR as a sub-processor on Novos Ventures' instructions.

5.2 On completion, the Consultant will return or delete all client information.

6. Intellectual property

6.1 All deliverables and rights in them are assigned to Novos Ventures (or its client, as directed) on creation. The Consultant waives moral rights to the extent permitted.

7. Non-solicitation

7.1 During this agreement and for [__] months after, the Consultant will not directly provide services to a Novos Ventures client it was introduced to through Novos Ventures, without Novos Ventures' written consent.

8. Termination

8.1 Either party may terminate on [__] days' written notice, or immediately for material breach.

9. General

9.1 Entire agreement. This document (with any schedule or order form) is the whole agreement between the parties on its subject and replaces any earlier discussions.

9.2 Changes. Any change must be agreed in writing (email is enough) by both parties.

9.3 Assignment. Neither party may transfer this agreement without the other party's written consent, which will not be unreasonably withheld.

9.4 Notices. Notices must be in writing and sent by email to the address given by each party (for Novos Ventures: hello@novosventures.com) or by post to the registered office.

9.5 Severability. If any part of this agreement is found invalid, the rest remains in force.

9.6 No partnership. Nothing in this agreement creates a partnership, joint venture or employment relationship.

9.7 Third parties. No one other than the parties has any right to enforce this agreement.

9.8 Counterparts and e-signature. This agreement may be signed electronically and in counterparts.

9.9 Governing law. This agreement is governed by the laws of Ireland and the courts of Ireland have exclusive jurisdiction.

Signed for and on behalf of
Truway Sunergy Ltd t/a Novos Ventures

Signature: _____
Name: _____
Title: _____
Date: _____

Signed for and on behalf of
[Consultant name]

Signature: _____
Name: _____
Title: _____
Date: _____

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