



The financial terms of this agreement are as follows:

1. The Peer Advisor will receive payment for up to a maximum of two days consulting services at the rate of \$300 per day (each contract day shall equal 8 hours). The Client Organization will pay the advisor one third of the consulting fee (\$100 per day) at the signing of this agreement. The Commission will pay the remaining two thirds of the Peer Advisor fee (\$200 per day) upon receipt of the Final Report.
2. The Client Organization will be responsible for any agreed upon travel, lodging and meal costs for the Peer Advisor, as well as any other agreed, related expenses such as phone calls or photocopying. (For example, the CCT reimbursement rate for travel is \$.405 per mile and the CCT reimbursement amount for meals is \$3.75 for breakfast, \$6.50 for lunch, and \$10 for dinner.) Payment of the Peer Advisor's expenses must be made no later than within two weeks of receipt of the Peer Advisor's invoice.

The responsibilities of the parties are as follows. The **Connecticut Commission on Culture and Tourism** is responsible for:

- a) Administration of the Peer Advisor Network,
- b) Coordination of this agreement,
- c) Payment of two thirds of the Peer Advisor's fee upon completion of the final report.

The **Client Organization** is responsible for:

- a) Signing and returning this agreement to the Peer Advisor Network Manager at the Connecticut Commission on Culture & Tourism upon completion by the Client Organization and the Peer Advisor,
- b) Submission of all requested materials to the Peer Advisor for preliminary work and/or research, i.e. financial reports, publications, planning documents, etc.,
- c) Payment of one third of the Advisor's fee upon signing of this Agreement,
- d) Submission of a completed Evaluation of Advising Session(s) form no later than within two weeks of the completion of this consulting agreement,
- e) Payment of all travel and lodging costs as described above and as billed by the Peer Advisor upon the completion of this contract, to include out-of-pocket expenses by the Peer Advisor as mutually agreed upon, such as photocopying, postage, long distance telephone calls, etc.

The **Peer Advisor** is responsible for:

- a) Discussing, completing and signing this Agreement before commencing the PAN consulting work described herein,
- b) Providing timely execution of the agreed upon PAN consulting work described herein,
- c) Providing the CCT Arts Division with a written Final Report no later than within two weeks of the completion of this consulting agreement and with prior approval of the submitted Final Report by the Client Organization,
- d) Documenting agreed upon out-of-pocket expenses and the submission of an invoice to the Client Organization upon completion of the PAN consulting work described herein.

The signing parties understand and agree with the following:

1. The Peer Advisor is an independent contractor and shall not be deemed an employee of the Arts Division of the Connecticut Commission on Culture and Tourism.
2. All communication between the Client and the Advisor shall be held in strict confidence except as required by the CCT guidelines and reporting requirements.
3. While the CCT expects this consulting session will be a successful venture, we cannot guarantee any specific project results from the services described herein.

***The undersigned agree to the terms set forth in this agreement:***

**Client Organization Authorized Official**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Peer Advisor**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make copies of this document for the signing parties and return the original copy of this completed agreement to:

ATT: Peer Advisor Network  
Connecticut Commission on Culture and Tourism  
755 Main Street, 1 Financial Plaza  
Hartford, CT 06103