

**Service Purchase Contract**  
for  
**Museum on Main Street Exhibit**  
**(TITLE)**

Terms of Agreement between the (STATE HUMANITIES COUNCIL) (herein after called \_\_\_\_\_) and (SCHOLAR: NAME, ADDRESS, PHONE, FAX, EMAIL).

1. (SCHOLAR) will assist MHC in the design, implementation and evaluation of a statewide project featuring the traveling exhibit "(TITLE" cosponsored by the Smithsonian Institution's Rural Initiatives Program.

(SCHOLAR) will:

- a. participate in program and installation meetings within (STATE) with representatives from (SHC), SITES and the in-state host institutions as scheduled (DATES);
  - b. identify resources appropriate to the theme and focus of the project;
  - c. advise and consult with host sites in the development and implementation of their community programming surrounding the exhibit;
  - d. visit (X #) of the host communities;
  - e. prepare an evaluation report assessing the humanities content, community involvement and success of the program. This report should be no less than 4 pages in length and must be submitted no later than 30 days after the completion of the project.
2. The services to be provided will commence on (START DATE) and terminate upon completion of the exhibit's tour, (END DATE).
  3. The (SHC) will provide the following:
    - a. reimbursement for travel expenses as related to the project and with appropriate documentation (\$.RATE per mile, coach fare);
    - b. appropriate secretarial support and access to (SHC) telephone, fax machine and copying machine as required;
    - c. a letter to (SCHOLAR'S) employer concerning his/her participation in this project.
  4. The fee for services payable to (SCHOLAR will be \$AMOUNT. The payment schedule is as follows: One payment of X % (\$ #) upon receipt of the signed Service Purchase Contract. The balance will be paid upon completion of the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
(STATE COUNCIL EXECUTIVE DIRECTOR)

\_\_\_\_\_  
Date