River City Grant Writing
Non-Profit Consultants

Services Offered

1. Grant Writing
    - Drafting and submitting letters of intent (LOIs) and full grant proposals tailored to specific funder requirements.
    - Creating and maintaining reusable content templates for commonly requested sections, such as organizational background, evaluation plans, and sustainability.
2. Grant Research
    - Conducting targeted research to identify funders whose giving priorities align with your organization's mission, population served, and geographic reach.
    - Analyzing previous funding history and application cycles to maximize competitiveness.
3. Proposal Development
    - Collaborating with internal stakeholders to determine project scope, duration, and measurable objectives.
    - Supporting quote gathering, budget development, and alignment of project goals with funder expectations.
4. Program Development
    - Assisting program staff in designing and documenting processes that clearly articulate service delivery models.
    - Drafting compelling narratives that convey need, impact, and innovation for funder and stakeholder review.
5. Grant Management & Reporting
    - Establishing a post-award compliance calendar to ensure timely submission of required reports and deliverables.
    - Assisting with data collection, outcome tracking, and report writing to support continued funding and renewals.
6. Strategic Planning
    - Developing a comprehensive grant calendar and application pipeline to maintain consistent funding opportunities.
    - Facilitating planning sessions with staff and board members to refine mission/vision statements, complete SWOT analyses, and create 3–5-year strategic roadmaps.
    - Offering process improvements to streamline grant readiness and increase award success rates.
7. Fundraising Strategy & Donor Engagement
    - Creating multi-channel fundraising plans that incorporate individual giving, corporate sponsorships, and recurring donor programs.
    - Designing donor stewardship plans to build lasting relationships, increase retention, and upgrade giving levels.
    - Advising on donor segmentation, targeted appeals, and annual giving strategies to diversify and grow your funding base.
8. Event Planning & Campaign Management
    - Supporting the planning and execution of fundraising events, including donor luncheons, galas, awareness campaigns, and community-building initiatives.
    - Providing timelines, budget tracking, and logistical coordination to ensure successful events that align with fundraising goals.
9. Marketing & Messaging Support
    - Assisting with the development of clear, compelling messaging for grant applications, fundraising materials, and stakeholder communications.
    - Advising on branding, content strategy, and campaign materials to enhance visibility and impact.
    - Collaborating on the creation of newsletters, case statements, social media content, and donor reports.

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Fee Schedule

Hourly Rates

- Nonprofit Clients: Services start at $120 per hour for recurring nonprofit clients. Rates are adjusted based on the organization's annual operating budget.
- Project-Based & For-Profit Work: Services begin at $150 per hour for one-time projects and for-profit entities.

Billable Activities

The following activities are billable under hourly service agreements. Additional services may be added upon mutual agreement.

1. Grant Research
   - Identifying grant opportunities aligned with your mission, target population, and service area
   - Initiating funder outreach and building relationships with potential supporters
2. Grant Writing
   - Drafting complete, funder-ready proposals based on identified opportunities and project information
3. Organizational Research & Document Preparation
   - Reviewing your organization's history, mission, and structure to inform grant narratives
   - Gathering and organizing essential documents such as IRS letters, budgets, board lists, and program materials
4. Letters of Intent (LOIs) & Letters of Inquiry
   - Composing concise and persuasive letters summarizing your mission, needs, and proposed solutions
5. Proposal Development
   - Collaborating on project design, determining timeline and deliverables
   - Gathering quotes, aligning budget with project goals, and preparing supporting documentation
6. Post-Award Grant Management
   - Creating grant reporting calendars and compliance tools
   - Writing and submitting interim and final reports to funders
7. Strategic Planning Support
   - Developing multi-year grant calendars and submission pipelines
   - Facilitating board and staff sessions to refine mission/vision, conduct SWOT analyses, and establish strategic goals
8. Administrative Support
   - Collecting required attachments and completing submission checklists and forms
9. Travel Time
   - Time spent traveling to and from meetings, presentations, or site visits
10. Funder and Donor Communications
    - Drafting, sending, and tracking emails or calls to funders, donors, or partners
    - Coordinating follow-up communications and relationship-building strategies
11. Meetings and Presentations
    - Preparing for and participating in internal or external meetings and stakeholder presentations (unless otherwise excluded)
12. Campaign Management, Donor Engagement, and Event Planning
    - Designing and executing fundraising campaigns, including year-end giving and themed appeals
    - Developing donor engagement strategies to cultivate, steward, and retain supporters
    - Planning fundraising or awareness events: including logistics, timelines, budgeting, sponsor outreach, and follow-up

- Drafting fundraising materials such as invitations, sponsorship decks, donor acknowledgment letters, and campaign updates

13. Other Services
    - Any additional services not listed will be discussed and agreed upon in advance

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Items Needed

The following items are critical for the initial development of your organization's profile. This information aids in grant searches and serves as the beginning of a template for grant applications. Once completed, the amount of paperwork and information requests from me is significantly reduced. If you find your organization needs any of the items below, I will gladly assist in developing them. Thank you in advance for your help in gathering this critical information.

Required

- Organization Information:
  - Contact Information
- History and Background
- Mission and Goals
- Board of Directors
  - Include Name, Race, Gender Identity, City of Residence, and Affiliations
- IRS 990 Form (2 years)
- Non-Profit Determination Papers
- Projected Income and Expense Budget for the Current Fiscal Year aka Organizational Budget
- Financial Statements for the Past 2 Fiscal Years (P&L and Balance Sheet)
  - Please ensure the P&L is broken down by month.
  - Audited Financial Statements (if available/required)
- List of Collaborating Partners
  - Include who they are, how they help, and contact information.
- Organizational Chart
  - Include FTE, PTE, Number of Regular Volunteers, and Number of Annual Volunteer Hours.
- Key Staff and Leadership Biographies/Resumes (1-3)

Optional but Preferred

- Press Materials, Photographs
- Significant Accomplishments (past five years)
- Electronic Signature of Executive Director (This will only be used on letters of inquiry or other matters where permission is first obtained.)
- Copies of previous grant applications.

Once we identify the first project, we will solicit a grant; we will work together to obtain the following information:

- Overview of Proposed Program
- Need Statement
- Measurable Objectives
- Project Budget
- Pertinent Research Supporting the Need Statement and Solution
- From there, we will write:
  - Letter of Inquiry
  - Formal Proposal
  - Project Budget, etc.