

Services Offered

1. Grant Writing
 - a. Submitting letters of intent and full proposals.
 - b. Developing templates to be used in commonly found sections of grant applications.
2. Grant Research
 - a. Research the funder to ensure their funding history matches the demographic and mission of your organization.
3. Proposal Development
 - a. Determining project length, the scope of work, quote gathering, budgeting, etc.
4. Program Development
 - a. Working with staff to create processes and narratives to describe program activities.
5. After Grant Management
 - a. A key component in getting renewable grants is submitting reports to the funder
 - b. Developing a reporting schedule and submitting paperwork on time to the funder
6. Strategic Planning
 - a. Establishing a schedule of grant submissions and developing a steady pipeline of applications
 - b. Working to streamline the submission process and increase the number of awarded grants
 - c. Refining mission and vision statements
 - d. Working with the board of directors to develop a SWOT Analysis and Five-Year Plans.
7. Donor Engagement
 - a. Maintaining existing donors and acquiring new donors.
 - b. Event and fundraiser planning
8. Marketing
 - a. Creating a consistent message across platforms to ensure the public is aware of the non-profit and how they serve.
 - b. Creating websites, logos, and a consistent “look.”

Fee Schedule:

1. Starting at \$105 per hour.

Billable activities include:

1. Grant searches
 - a. Finding suitable funding sources that match your organization's mission and project
 - b. Networking and making connections with prospective funders
2. Writing of grants
 - a. Taking leads and writing a fully developed grant ready to be submitted.
3. Research your organization
 - a. Essential document gathering and getting to know the long-term mission and goals
4. Letters of Intent/Inquiry
 - a. A letter with organizational information, problem statement, and proposed solution.
5. Proposal Development
 - a. Determining project length, the scope of work, quote gathering, budgeting, etc.
6. After grant management
 - a. A key component in getting renewable grants is submitting reports to the funder.
7. Strategic planning
 - a. Establishing a schedule of grant submissions and the development of a steady pipeline of applications
 - b. Working to streamline the submission process and increase the number of awarded grants
8. Paperwork gathering
9. Travel time to and from meetings and presentations
10. Emailing and phone calls to potential funders and donors
11. Meeting and presentation time (unless otherwise agreed)
12. Time spent working on social media posts and engaging with the public on social media.
13. Website maintenance and upgrades.
14. Event planning and corresponding travel time.
15. Donor engagement activities.
16. Others to be agreed upon before the activity is performed

Items Needed for Organization Profile:

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.

Organization Information:

- Contact Information*
- History and Background*
- Mission and Goals*
- Board of Directors (with 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*
- Financial Statements for the Past 2 Fiscal Years (P&L and Balance Sheet)*
- Project Idea*
- Audited Financial Statements (if available)
- List of Collaborating Partners
- Organizational Chart
- Key Staff and Leadership Biographies/Resumes
- 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
- Timeline/Sustainability Plan
- Success Story/Testimony
- Evaluation Plan Letters of Support of Collaboration Project Budget and Request

From there, we will write:

- Letter of Inquiry
- Formal Proposal

**Required to create a client profile and proposal template.*