

CONSULTANT NAME AND CONTACT

DATE

CLIENT

## **PROPOSAL FOR DEVELOPMENT SERVICES**

### ***Scope of the work***

**Further information gathering about the ORGANIZATION:** review of pertinent documents, such as prior grant applications, financial information, as well as conversations with appropriate staff and trustees. We will review, with you, your calendar of events and programs, evaluate what happens when, and determine what programs and educational initiatives have the most potential for attracting funding. We will assist you in preparing recommendations to your board for the development and frequency of ongoing special fundraising events that reflect the above research. **Approximately 5 hours of work**

**Prospect research/cultivation:** research appropriate private and public sources for both program related and general operating support. We will collect critical information on each prospect, including funding areas/interests, guidelines, application requirements and contacts. We will create a worksheet on each prospect containing this information for your use/information, as well as a summary document. To facilitate possible cultivation, will provide current lists of funder boards to determine possible connections, and encourage covering letters, phone calls, etc. as appropriate. **Approximately 15 hours of work**

**Writing and submitting proposals:** Using information provided by ORGANIZATION, we will prepare template proposals for project support of programs identified as highest priority for fundraising.

Concurrently, we will use our research to identify appropriate prospects for project or general operating proposals, adjusting the templates to the requirements of the funding prospect. The amount of time required for this phase will depend upon the number of prospects identified and the demands of each proposal. **Approximately 30 hours of work**

**Follow up and additional cultivation:** once applications are filed, we will follow up with the individual funding sources, providing additional information, scheduling meetings if required or requested, and determining anticipated award dates and reporting requirements. **Approximately 2 additional hours of work.**

To expedite this work, we will ask that you or your staff provide additional information as required to complete competitive grant applications. We will present you with drafts, via email, that will include necessary proposal narratives and budgets in the appropriate formats, as well as drafts of other required grant components (e.g., letters of support and biographical sketches). These drafts will clearly indicate our requests for additional information, supplemental materials and/or budget data.

**Terms and Billing:** We charge \$xx an hour for our work, which we monitor and track conscientiously. The total estimate for this scope of work is \$xxxx. Time will be saved if we receive timely and sufficient responses to our requests for information. If we find we are exceeding time estimates, we will contact you to discuss how to proceed.

Out-of-pocket expenses will be billed at cost. This includes but is not limited to: travel to research locations and meetings, materials reproduction and graphics, postage and delivery services, long distance telephone charges and other miscellaneous expenses. All expenses will be itemized. We anticipate these costs will be minimal. Above average expenditures shall be approved by the ORGANIZATION in advance.

If at any time during the course of this project, either party finds it necessary or desirable to terminate our services, the party must be notified in writing and GAC be obligated to pay only those fees and expenses incurred up to the point of termination.

If you agree with the terms of this letter, please sign and send this back to our attention. We are looking forward to helping you secure increased funding for the Center.

Yours sincerely,

*CONSULTANT*

Signed: \_\_\_\_\_

Date \_\_\_\_\_

ORGANIZATION