



GRANTS GALORE, LLC

Grant Writing & Prospect Research Services

ADDRESS

W: XXX.XXX.XXXX F: XXX.XXX.XXXX C: XXX.XXX.XXXX EMAIL WEBSITE

Retainer Quote

It is my pleasure to present the following quotes for grant writing services to a VERY SPECIAL NONPROFIT (VNS) for the period January 1, 2023 – December 31, 2023. Services to include the following:

- Grants research of community, private and corporate foundations, government and other funding sources
- Grant writing and editing of proposals, including: research and development of needs statements, creation of objectives, outcomes and evaluation techniques, project description, creation of budgets and addendums, creation of cover letter, etc.;
- On-line submission or packaging/delivery of proposals, if necessary
- Meetings and correspondence with staff
- Maintenance of a grants pipeline

OPTION 1 – For a monthly retainer of \$XXX (\$XXX annually), the following is an approximation of the services to be provided:

- 2 hours - funding search
- 12 hrs – one new proposal or 3 existing proposals
- 1.5 hrs - Meetings/correspondence
- .5 – Pipeline update

Minimum of 16 hours a month

OPTION 2 – For a monthly retainer of \$XXX (\$XXXX annually), the following is an approximation of the services to be provided:

- 2 hours - funding search
- 16 hrs – one new proposal and 1 existing proposal OR 4 existing proposals
- 1.5 hrs - Meetings/correspondence
- .5 – Pipeline update

Minimum of 20 hours a month

OPTION 3 – For a monthly retainer of \$XXXX (\$XXXX annually), the following is an approximation of the services to be provided:

- 3 hours - funding search
- 20 hrs – one new proposal and 2-3 existing proposals/funder final report and OR 5 existing proposals
- 1.5 hrs - Meetings/correspondence
- .5 – Pipeline update

Minimum of 25 hours a month

During months that less work may be necessary, if on a monthly retainer arrangement, hours will be shifted to another month that may require more work. Likewise, hours may be used from future months, as needed early. If we are nearing the annual amount early, client will be notified in ample time to make an appropriate financial decision.

Invoice will be submitted on the last day of the month, with a payment term of net 30 days. If payment falls beyond 60 days, there will be a 10% late fee penalty.

Should one of the above quoted arrangements be acceptable, GRANTS GALORE, LLC will issue a contract for joint signing

Thank you for your consideration. I hope we will have the opportunity to work together.

Regards,

Gladys Grant Writer
President
GRANTS GALORE
Address
Phone
Email