

EXAMPLE ONLY: Assistance Grant Scope of Work Form

Organization Name: Acme Non-Profit Agency

Consultant's Name: Sally Smith, Smith Technical Consultants

Project Title: Marketing/Funding Strategy Plan

Proposal Date: January 15, 2016

Weeks	Tasks	Hours	Meetings Involved	Costs	Outcomes
1-2	Facilitate the development of a marketing plan	20	Two Staff meetings to gather info. Two Board meetings: one info gathering and one follow-up.	\$2,000	Acme Non-Profit Agency has comprehensive Marketing Plan for use with the Funding Strategy.
3-4	Facilitate the development of a funding strategy	20	Two Staff meetings to gather info. Two Board meetings: one info gathering and one follow-up.	\$2,000	Acme has sound Funding Strategy
5-6	Provide Board and Staff Fundraising training	16	Three Staff meetings. One Board working meeting.	\$1,600	Board and Staff have good fundraising skills and confidence in their ability to be successful fundraisers.
Totals		56	12 meetings	\$5,600	Acme is well positioned to increase its revenue.