

Technical Assistance Grant Scope of Work

Organization Name: Acme Non-profit

Consultant: Sally Smith, Smith Technical Assistance Consultants

Consultant's Scope of Work

Weeks	Tasks	Hours	Meetings Involved	Costs	Outcomes
1-2	Facilitate the development of a detailed Marketing Plan.	20	2 – Staff: several info gathering meetings. 2 – Board: one info gathering meeting and one follow-up.	\$2,000.00	Agency has comprehensive Marketing Plan for use with the Funding Strategy.
3-4	Facilitate the development of a sound Funding Strategy.	20	2 – Staff: several info gathering meetings. 2 – Board: one info gathering meeting and one follow-up meeting.	\$2,000.00	Agency has sound Funding Strategy.
5-6	Provide Board and Staff Fundraising Training.	16	3 – Staff: three work meetings. 1 – Board: one work meeting.	\$1,600.00	Board and Staff have good fundraising skills and confidence in their ability to be successful fundraisers.
TOTALS		56	12 meetings	\$5,600.00	Agency is well positioned to increase its revenue.