



## 2017 SERVICE DETAILS

<b>Service:</b>	<b>Fee:</b>	<b>Service includes:</b>
New Client Retainer Fee	\$750	<i>Up to 2½ hours* Initial organization image/reputation/advertised history research; Up to 5 hours of meetings with organization leadership; Up to 2½ hours of addenda negotiations/document preparation based on needed services; Billed hourly at \$75/hr beyond 10 hours of work.**</i>
Continuing Client Retainer Fee	\$250	<i>Up to 4 hours every month of nonprofit sector advice, strategic meetings, and/or employee training for routine or ongoing fundraising practices; Client receipt of a monthly "Forward Together" newsletter on nonprofit strategy and development; Consultant availability on call for development "emergencies"; Billed hourly at \$75/hr beyond 4 hours of monthly work.</i>
Document and letter writing fee (Policy drafts, Advocacy appeals)	\$300	<i>Production of document/letter; Coordination of content approval negotiations via internal Client meetings; Billed hourly at \$75/hr beyond 5 hours of work per document.</i>
Out-Of-State Registration Statement Filing	\$350	<i>Filing and mailing form to states associated with mass mailing; Billed hourly at \$75/hr beyond 5 hours of work (per state). Client is responsible for both the filing fee and the cost of postage for each out-of-state charitable solicitation registration.</i>
Grant Research and Prospect List Provision	\$2,000	<i>Planning a need-based case for support summary with organization leadership; Production of customized Letter of Interest; Prospect research and collection; Delivery of mail-merge-ready prospect list; Billed hourly at \$75/hr beyond 10 hours of work.</i>
New Client Grant Proposal Production Fee	\$2,800	<i>Development of general case elements; Development of opportunity-relevant case for support; Collection of proposal addenda; Internal approval package pre-submission; Submission of request; Billed hourly at \$75/hr beyond 40 hours of work.</i>
Previous Client Grant Proposal Production Fee	\$1,400	<i>Development of opportunity-relevant case for support; Collection of proposal addenda; Internal approval package pre-submission; Submission of request; Billed hourly at \$75/hr beyond 20 hours of work.</i>
Campaign Coordination	\$750	<i>One month of campaign coordination service. Production of internet ads, social media posts, promotional A/V media, campaign fliers, posters and mass mailings; Coordination with mailing-house; Billed hourly at \$75/hr beyond 10 hours of work per month of campaign. Client is responsible for the cost of adwords, printing, postage, mailing-house labor, and other specific campaign-related direct costs.</i>
Event Coordination	\$8,500	<i>Up to 6 months of event planning, promotions and project management; Billed hourly at \$75/hr beyond 120 hours of work. Client is responsible for the cost of event space/facility rental, catering, meal service labor, entertainment or speaker booking fees, and other non-donated specific event-related direct costs. In-kind giving will be pursued to cut down on these client-paid event costs.</i>

\* Work-time estimates help us determine how many clients we can engage at one time, and inform the opening of wait list spots.

\* Hourly rate reflects the cost of remaining in business. Transparency and trust are very important to us. If necessary, a detailed breakdown of proprietary annual business expenses can be provided.