

SCOPE OF WORK:

Case for Support

Project Duration: 6 weeks

To conduct this project, ELEVATE will partner with CLIENT to draft a Case for Support document.

The project will result in the creation of a written document (Case for Support) that captures important and compelling information about CLIENT and its purpose, highlights impact, and articulates the need for funding. It is not a grant proposal or a grant proposal template, but may result in language that can be used in future funding requests. ELEVATE may use existing CLIENT-provided language as a foundation for the written document.

This engagement requires close collaboration between ELEVATE and CLIENT to implement the Scope of Work. The activities outlined below map out the communication and collaboration that will lead to a productive partnership for all parties.

TASK	ELEVATE ACTIVITIES	CLIENT ACTIVITIES
Meetings and check-ins	<ul style="list-style-type: none">● Lead 2-3 Zoom meetings● Provide agendas for meetings	<ul style="list-style-type: none">● Complete requested intake forms prior to kick off meeting● Prepare for and participate in meetings
Project Management	<ul style="list-style-type: none">● Provide a project work plan to outline major activities and timeline.● Share updates on project progress and any necessary adjustments to timeline	<ul style="list-style-type: none">● Provide relevant organizational materials, fundraising goals, and background information
Drafting	<ul style="list-style-type: none">● Review CLIENT-provided materials and information● Schedule and facilitate calls, as needed to collect information for the Case for Support● Draft Case for Support● Facilitate 1-2 rounds of revision	<ul style="list-style-type: none">● Respond to ELEVATE questions as needed● Review ELEVATE-drafted language and provide consolidated feedback in line with project work plan timeline
Product Finalization	<ul style="list-style-type: none">● Finalize Case for Support and present to CLIENT● Advise on use cases for document	<ul style="list-style-type: none">● Participate in final document review and discussion