

SCOPE OF WORK:
Grant Program Feasibility Assessment
 Project Duration: 4 weeks

To conduct this project, ELEVATE will review CLIENT's:

- Organizational and administrative infrastructure;
- Programming and programmatic outcomes; and
- Fundraising strategy, capacity, infrastructure, and goals.

The project will result in a **recommendations memo** summarizing key findings and next steps for building a sustainable grant program.

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 1-2 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. 	<ul style="list-style-type: none"> ● Provide relevant organizational materials, fundraising goals, and background information
Analysis	<ul style="list-style-type: none"> ● Review CLIENT-provided materials and information ● Identify organizational strengths and growth areas regarding grant fundraising ● Determine recommendations 	<ul style="list-style-type: none"> ● Respond to ELEVATE questions as needed
Recommendations	<ul style="list-style-type: none"> ● Develop strategic recommendations memo outlining key findings and next steps 	<ul style="list-style-type: none"> ● Participate in discussion of strategic recommendations.