

SCOPE OF WORK:

Hourly Consulting

Duration: Four one-hour consulting sessions

ELEVATE will participate in four (4) one-hour consulting sessions with CLIENT to provide recommendations and answer questions. Upon purchase, CLIENT will indicate preference for consulting frequency (weekly, bi-weekly, or monthly).

ELEVATE’s work will consist of activities performed solely during consulting sessions, which may include but is not limited to:

- Helping CLIENT to prepare for a meeting or communication with a foundation representative;
- Answering CLIENT questions and providing recommendations about best practices or strategy;
- Reviewing an RFP or funding opportunity for alignment with CLIENT programming; and/or
- Sharing recommendations for internal communications on fundraising plans.

During consulting sessions, ELEVATE will not:

- Provide drafting or review services for proposals or reports;
- Participate in calls with funders; or
- Prospect or research new funding opportunities.

AGENDAS: It is the responsibility of the CLIENT to identify agenda items or priorities for the consulting session, and to share these with ELEVATE in advance.

SCHEDULING: Consulting sessions may only be used in 1-hour increments, and they must be scheduled at least 1 business day in advance. Scheduling is dependent upon Consultant’s availability. Each consulting session may be rescheduled once.

EXPIRATION: Two failures to attend a consulting session without providing advance notice will count as “using” one session. Consulting hours expire 4 months from the purchase date.

TASK	ELEVATE ACTIVITIES	CLIENT ACTIVITIES
Four (4) 1-Hour Consulting Sessions	<ul style="list-style-type: none">• Work with CLIENT to identify mutually agreeable schedule for consulting sessions• Send meeting invite and provide Zoom line, unless CLIENT has preferred video conferencing system• Attend consulting sessions• Provide real-time recommendations and guidance	<ul style="list-style-type: none">• Complete requested intake forms prior to kick off meeting• Work with ELEVATE to identify mutually agreeable schedule for consulting sessions• Share video conferencing link, if necessary• Attend consulting sessions• Prepare agenda items or priorities for discussion, and share these with ELEVATE at least 1 business day in advance