

SCOPE OF WORK:
Peer Landscape Analysis Project
 Project Duration: 6 weeks

To conduct this project, ELEVATE will research 5 peer organizations, investigating:

- The proportion of revenue they receive from various funding streams, including foundations;
- Which foundations support each peer organization’s work;
- The types of programs and initiatives that are foundation-funded; and
- The range of grant award amounts that peer organizations have secured from foundations.

The project will result in two work products:

1. A **summary chart** of the peer landscape and
2. A **memo** highlighting key trends that emerge from the research.

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 & 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. 	<ul style="list-style-type: none"> • Provide relevant organizational materials, fundraising goals, and background information.
Peer Research	<ul style="list-style-type: none"> • Develop list of recommended peers to research. • Conduct peer research in order to examine the landscape of funding opportunities that may be accessible to CLIENT, including specific foundations, revenue amounts, funded programs, etc. • Core Deliverable: Summary Chart 	<ul style="list-style-type: none"> • Provide list of any known prospects or existing funder relationships. • Provide information about known peer organizations to inform the research plan. • Review and approve list of peers to be researched.
Analysis	<ul style="list-style-type: none"> • Conduct analysis of the peer research in order to assess key trends and findings from the research that may inform CLIENT’s grant strategy, including information about major funders, likely award amounts, and funder trends in the field. • Core Deliverable: Analysis Memo 	<ul style="list-style-type: none"> • Participate in discussion of key trends and findings.
Recommendations	<ul style="list-style-type: none"> • Provide strategic recommendations based on the outcome of the project for CLIENT’s future grant program strategy. 	<ul style="list-style-type: none"> • Participate in discussion of strategic recommendations.