

SCOPE OF WORK:
Prospect Research Project
 Project Duration: 4 weeks

To conduct this project, ELEVATE will identify and research five (5) prospects for grant funding that are aligned with CLIENT’s programming and fundraising goals. Elevate will use inputs from CLIENT and previous ELEVATE projects, if available, to determine criteria for funding prospects.

The core project deliverables will be five (5) prospect briefs outlining key information on funding prospects, to include:

- Mission and funding priorities
- Representative recent grant awards
- Alignment with CLIENT programming
- Application process
- Key contacts or decisionmakers
- Other relevant information, as applicable

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
Prospect Research	<ul style="list-style-type: none"> ● Review CLIENT-provided materials and information ● Identify, qualify, and research potential funding prospects ● Produce five (5) prospect research briefs 	<ul style="list-style-type: none"> ● Respond to ELEVATE questions as needed throughout the project to support prospect research
Prospect Presentation	<ul style="list-style-type: none"> ● Present prospect research briefs to CLIENT for discussion ● Share recommendations related to further prospect research efforts 	<ul style="list-style-type: none"> ● Participate in discussion of prospects