

Grant-Writing Services (Only)

One (1) Consultation	Two (2) Consultations	Grant-Writing Contract (90 Days)
<ul style="list-style-type: none"> ➤ Following the initial contact, CBP&C will conduct an interview to determine needs ➤ Written Agreement/Contract Required ➤ <i>Note Disclosures below</i> ➤ Needs Assessment conducted ➤ Survey of SMEs before consultation ➤ Grant-Writing Inventory & Guide provided ➤ Invoice for 50% Fee ➤ 8-hours dedicated to grant-writing consultation. One or multiple days. One (1) dedicated day <i>preferred</i>. ➤ Consultation via Zoom ➤ Presentation given during Zoom ➤ Customized materials provided to address client needs. ➤ Invoice for Remainder of Fee ➤ Feedback survey ➤ 30-days following consultation, Q&A over topics discussed during the consultation may be conducted at no cost via email. ➤ Testimonials requested & appreciated! 	<ul style="list-style-type: none"> ➤ Following the initial contact, CBP&C will conduct an interview to determine needs ➤ Written Agreement/Contract Required ➤ <i>Note Disclosures below</i> ➤ Needs Assessment conducted ➤ Survey of SMEs before consultation ➤ Grant-Writing Inventory & Guide provided ➤ Invoice for 50% Fee ➤ 16-hours dedicated to grant-writing consultation. One or multiple days. Two (2) dedicated days <i>preferred</i>. ➤ Consultation via Zoom ➤ Presentation given during Zoom ➤ Customized materials provided to address client needs. ➤ Invoice for Remainder of Fee ➤ Feedback survey ➤ 45-days following consultation, Q&A over topics discussed during the consultation may be conducted at no cost via email. ➤ Testimonials requested & appreciated! 	<ul style="list-style-type: none"> ➤ Following the initial contact, CBP&C will conduct an interview to determine needs ➤ 90-day Proposal Provided (<i>must be signed</i>) <ul style="list-style-type: none"> ○ Services proposed ○ Work deliverables established ○ Fee schedule/proposed rate ➤ Written Agreement/Contract Required ➤ Availability Schedule will be provided. ➤ <i>Note Disclosures below</i> ➤ Needs Assessment conducted ➤ Survey of SMEs before consultation ➤ Grant-Writing Inventory & Guide provided ➤ Invoices provided weekly for 20 hours per week as outlined on fee schedule in the proposal provided. ➤ 1-2 Zoom meetings at client's discretion to advise staff or to fact-find with staff and/or SMEs. ➤ Full analysis of administrative procedures and organization structure ➤ Financial management review, analysis, and recommendations, if needed. ➤ Budget revision or development, if needed. ➤ Write grant proposals for desired programs or services. Organization's designee must submit/mail grants. ➤ Establish an online repository of information, correspondence, etc. for future agency reference. ➤ Testimonials requested & appreciated!

Timeframe Options

8 Hours of Consulting Services	16 Hours of Consulting Services	90-days of Consulting Services
Corresponds with one consultation.	Corresponds with two consultations.	Corresponds with grant-writing proposal and contract noted above.

Cost of Services

\$1,000	\$1,750	Consulting Rate-per-Hour
Flat Rate	Flat Rate	Proposed/Negotiated Rate, based upon needs identified via assessments, surveys, and questionnaire.
<ul style="list-style-type: none"> • 50% following assessments & surveys • 50% following the 8-hour consultation 	<ul style="list-style-type: none"> • 50% following assessments & surveys • 50% following the 16-hour consultation 	

CBP&C, LLC Disclosures

- A written agreement/contract to include a hold-harmless agreement will be required for all services provided.
- All organizations should be prepared to consult and/or include board members, legal counsel, bookkeepers/CPA in the process.
- CBP&C, LLC is registered with the Texas Secretary of State.
- CBP&C, LLC is insured (general liability and E&O). Provided upon agreement/contract execution.
- CBP&C, LLC is working to establish a HUB certification.
- CBP&C, LLC will provide an IRS Form W-9 upon the execution of the agreement/contract.
- CBP&C, LLC requires all clients to provide a 1099 for tax purposes no later than the 6th day of January, follow the year of service.

Questions about Services? Please contact CBP&C, LLC at admin@cbpandc.com. Visit www.cbpandc.com