

## Professional Grant Writing Services

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### ✓ INSTRUCTIONS:

1. Check the box next to each service you are interested in
2. Review the pricing for your organization size or individual status
3. Read the "Important Note" below to avoid duplicate charges
4. Sign and return this sheet to discuss your selected services

### Client Category Definitions

**Individual:** Students, individuals/families seeking assistance

**Small Org:** Nonprofits, ministries, or businesses with annual budget under \$250,000

**Mid-Size:** Organizations with annual budget between \$250,000 and \$2,000,000

**Large Org:** Organizations with annual budget over \$2,000,000



### IMPORTANT NOTE - Avoid Duplicate Charges:

**Choose ONE:** Quick Eligibility Scan **OR** Comprehensive Funding Dossier (not both - Comprehensive includes everything in Quick Scan plus much more)

**Application Writing is separate:** After your eligibility assessment, you can add application writing services for specific grants

**Hourly billing is an alternative:** Choose hourly **OR** flat fee services, not both for the same work

**Additional services can be added:** Budget development, editing, compliance, and calendar management are supplemental and can be combined with any package

Discovery & Assessment Services

Service Description	Individual	Small	Mid-Size	Large
<b>Quick Eligibility Scan</b> Rapid assessment of your eligibility for federal, state, and foundation grants. Includes keyword research, initial database queries, and a summary report of 5-10 top opportunities with eligibility notes.	\$149	\$349	\$349	\$750
<b>Comprehensive Funding Dossier</b> Full funding landscape analysis with detailed research across federal, state, foundation, and corporate sources. Includes strategic recommendations, timeline planning, and prioritized list of 15-30+ opportunities with full eligibility analysis, award ranges, and application requirements.	\$399	\$1250	\$2400	\$3800
<b>Application Strategy Session</b> One-on-one consultation to develop your grant application strategy. Includes opportunity prioritization, timeline development, resource assessment, and action planning. 60-90 minute session with written follow-up recommendations.	\$300	\$450	\$600	\$600

Grant Writing & Application Services

Service Description	Individual	Small	Mid-Size	Large
<b>Micro-Grant Application (&lt;\$5K)</b> Complete application preparation for small grants and assistance programs under \$5,000. Includes narrative development, budget preparation, and submission coordination. Ideal for emergency assistance, scholarships, and community grants.	\$600	\$900	\$1200	\$1200
<b>Standard Foundation Application</b> Full-service foundation grant application (\$5K-\$250K). Includes needs assessment, program design narrative, evaluation plan, logic model, detailed budget with justification, and all required attachments. Typically 5-15 pages.	\$2000	\$3500	\$5000	\$5000
<b>Complex/Federal Application</b> Comprehensive federal or large foundation proposal (\$250K+). Includes all narrative sections, detailed work plan, organizational capacity documentation, partnership coordination, complex budget development, sustainability planning, and compliance review. Typically 20-50+ pages.	\$5000	\$8000	\$12000	\$12000
<b>Transfer Scholarship Pack</b> Coordinated application support for students applying to multiple transfer scholarships. Includes common essay development, customization for 3-5 institutions, academic records coordination, and submission tracking.	\$450	\$450	\$450	\$450

Support & Compliance Services

Service Description	Individual	Small	Mid-Size	Large
<b>Editing &amp; Redraft Service</b> Professional editing and revision of existing grant proposals. Includes content strengthening, compliance review, formatting, clarity enhancement, and scoring rubric alignment. Does not include complete rewrite.	\$300	\$500	\$900	\$900
<b>Budget &amp; Logic Model Development</b> Standalone budget creation with detailed justification and logic model development. Includes line-item budget, budget narrative, indirect cost calculations, cost-sharing documentation, and visual logic model showing inputs, activities, outputs, and outcomes.	\$350	\$600	\$900	\$900
<b>Compliance Reporting &amp; Management</b> Post-award grant management support. Includes quarterly/annual report preparation, expenditure tracking, outcomes documentation, and compliance verification. Per report or monthly retainer available.	\$500	\$1000	\$1500	\$1500
<b>Grant Calendar Setup &amp; Management</b> Comprehensive grant opportunity tracking system. Includes research of applicable deadlines, calendar creation with milestones, automated reminders, and quarterly updates. 12-month calendar with ongoing support.	\$800	\$1200	\$1800	\$1800

Hourly Services

Service Description	Individual	Small	Mid-Size	Large
<b>Hourly Consultation &amp; Advisory</b> Flexible hourly support for grant research, proposal review, technical assistance, training, or ad-hoc consulting. Billed in 6-minute increments with 15-minute minimum. Rates vary by client category.	\$85/hr	\$85/hr	\$115/hr	\$150/hr

Payment Terms & Structure

- Milestone-Based Payments:
- 40% due at project kickoff (scope locked, calendar set)
  - 40% due at complete draft delivery
  - 20% due at submission and handoff package delivery

Standard Terms: Net 15 days from invoice date

Late Fees: 1.5% monthly interest on overdue balances

- Payment Methods:
- Check - Make payable to: John White
  - Venmo: @John-White-1384
  - CashApp: \$jwhitermba
  - ACH / Bank Transfer
  - Credit Card (processing fee may apply)
  - Bill-to-Grant (when allowed by funder)

# CONTRACT TERMS & CONDITIONS

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## 1. SERVICES AGREEMENT

This agreement is between John White ("Consultant") and the undersigned Client for grant writing and consulting services as selected above. Consultant agrees to provide professional services in accordance with industry standards, Grant Professionals Association (GPA) Code of Ethics, and all applicable laws and regulations.

## 2. PAYMENT TERMS

Client agrees to pay for selected services at the rates specified. Payment is due within 15 days of invoice date unless otherwise agreed in writing. Late payments may incur a monthly service charge of 1.5%. For milestone-based projects: 40% deposit at start, 40% upon draft delivery, 20% upon final submission. Returned checks subject to \$35 fee plus any bank charges.

## 3. NO GUARANTEE OF AWARD

**CONSULTANT MAKES NO WARRANTY, GUARANTEE, OR REPRESENTATION THAT ANY GRANT APPLICATION WILL BE FUNDED.** Grant awards are solely at the discretion of funding agencies. Consultant's fee is for professional services rendered, not for results obtained. Client remains responsible for full payment regardless of whether a grant is awarded. Success depends on many factors beyond Consultant's control including funder priorities, competition, budget availability, and application requirements.



authority to enter this agreement; (d) obtain necessary approvals from board or governing body; (e) respond promptly to Consultant requests for information; (f) maintain confidentiality of proprietary research or strategy; and (g) notify Consultant immediately of any material changes affecting eligibility or project scope.

## 5. SCOPE CHANGES & ADDITIONAL WORK

Scope of work is limited to services selected above. Any changes, additions, or extra work beyond the original scope must be documented in writing and will be billed separately at applicable rates. Examples of additional work include: responding to funder questions after submission, major rewrites due to changed funder requirements, preparing appeals, or work on different grant opportunities. Client will receive written notice and cost estimate before additional charges are incurred.

## 6. CANCELLATION & REFUND POLICY

Either party may terminate with 7 days written notice. Upon cancellation: (a) Client pays for all work completed through cancellation date; (b) For flat fee projects, deposits are non-refundable after work commences, milestone payments refunded only for work not yet completed; (c) For hourly projects, Client pays for all documented hours worked; (d) Consultant will provide all work completed to date; (e) No refunds for "Quick Eligibility" or "Strategy Session" services after delivery. Consultant may terminate immediately if Client breaches this agreement, fails to pay, or requests unethical/illegal practices.

## 7. DEADLINES & TIMELY PERFORMANCE

Consultant will make reasonable efforts to meet agreed deadlines. However, timely performance depends on Client providing information and feedback as requested. Consultant is not liable for missed funder deadlines caused by: Client delays in providing information, Client delays in reviewing/approving drafts, funder portal technical issues, or other circumstances beyond Consultant's reasonable control. Rush fees apply when Client requests completion in less than normal timeframes.

## 8. CONFIDENTIALITY & DATA PRIVACY

Consultant agrees to maintain confidentiality of all client information and will not disclose sensitive data to third parties without written permission, except as: (a) required by law; (b) necessary to perform services (e.g., submitting to funders); or (c) necessary to defend against legal claims. Client data will be stored securely and not sold or shared for marketing purposes.

## 9. INTELLECTUAL PROPERTY & WORK PRODUCT

Upon receipt of full payment, all work product created specifically for Client (proposals, budgets, narratives, etc.) becomes Client's property for use, modification, and submission. Consultant retains right to: (a) use general methodologies, processes, and templates for other clients; (b) reuse non-identifying information and lessons learned; (c) use project as portfolio/reference example unless Client objects in writing. Consultant retains ownership of proprietary research databases, software tools, and assessment methodologies.

#### **10. LIMITATION OF LIABILITY**

**CONSULTANT'S TOTAL LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL FEES PAID BY CLIENT FOR THE SPECIFIC PROJECT.** Consultant is not liable for: (a) funding decisions or award amounts; (b) changes in funder requirements after submission; (c) delays caused by Client, funders, or third parties; (d) technical failures of funder portals or systems; (e) Client's failure to meet grant requirements post-award; or (f) any consequential, indirect, special, incidental, or punitive damages. CONSULTANT MAKES NO WARRANTIES EXPRESS OR IMPLIED INCLUDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

#### **11. COMPLIANCE, ETHICS & PROFESSIONAL STANDARDS**

All work conducted in accordance with: Grant Professionals Association Code of Ethics, applicable federal grant regulations (2 CFR 200), IRS rules for charitable organizations, and state/local laws. Consultant will not: lobby with grant funds, make false statements, submit plagiarized content, guarantee outcomes, charge percentage-based fees on grant awards, or engage in conflicts of interest. Client certifies eligibility for applied-for funding and authority to submit applications on behalf of organization if applicable.


#### **12. DISPUTE RESOLUTION & GOVERNING LAW**

Disputes shall first be addressed through good-faith negotiation within 30 days of written notice. If unresolved, parties agree to non-binding mediation before pursuing litigation. This agreement is governed by Tennessee law without regard to conflicts of law provisions. Venue for any legal action shall be in Hamilton County, Tennessee. Prevailing party in any dispute may recover reasonable attorney fees and costs.

#### **13. ENTIRE AGREEMENT & AMENDMENTS**

This document constitutes the entire agreement between parties and supersedes all prior oral or written agreements, understandings, or representations. Any modifications, amendments, or waivers must be made in writing and signed by both parties. No oral modifications are valid. If any provision is found unenforceable, remaining provisions remain in full effect.

**NOTICE:** *Client has the right to seek independent legal counsel before signing this agreement. This contract becomes binding when signed by both parties.*

 **By signing below, both parties acknowledge they have read, understand, and agree to be bound by all terms and conditions in this contract, including the selected services and pricing above.**

### CLIENT SIGNATURE:

Printed Name:

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Title/Position (if org):

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Organization Name (if applicable):

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Signature:

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Date:

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### CONSULTANT SIGNATURE:

Printed Name:

John White

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Title:

Grant Writing Consultant

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Signature:

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Date:

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*Each party should retain a signed copy of this contract for their records. This agreement becomes effective on the date of the last signature.*