



Grant Writing

ADMINISTRATIVE
OUTREACH

GRANT WRITING SERVICES

Highly skilled grant writing relationships are an investment in your organization's future. We take this investment very seriously. As your non-profit partner and advocate, we understand your funding limitations. Therefore, Administrative Outreach offers grant writing services at rates below industry standard – currently at 60% of national and regional freelance fees. We know exactly how difficult fundraising can be. We can help you craft winning grant applications and proposals to help you achieve your mission goals.

- Collaborative planning of the grant program design
- Development of the full narrative and mission statement
- Development of the full budget requirements
- High-level command of expository writing skills, clarity and accuracy
- Full submission-readiness of the proposals with guaranteed deadlines

SERVICES

Prospect and Data Research

Customized prospect and data research reports feature keyword searches in online databases, as well as annual reports, internet directories, government web sites, etc.

Foundation Grant Writing

Government Grant Writing

Because of the complexity, size and intricacy of the work required, government grant applications simply take more time and effort to research and write.

Editing/Technical Assistance

Service includes complete editing of client prepared proposals, as well as technical assistance.

Grant Writing Template Packages

To best serve your non-profit organization's budgetary restraints, autonomy, and ownership of materials, Administrative Outreach offers one-topic template packages including:

- Initial strategic consultation with client to determine specific funding needs for project
- One-time grant funding source search for one project
- Preparation of grant proposal template
- Sample cover letter and letter of inquiry (as required)
- Preparation of standard attachment set
- Modifications and large scale editing at after template creation

Finished templates and all template electronic files become the property of the organization, not the grant writer or Administrative Outreach. Single proposals remain the property of Administrative Outreach.

ADDITIONAL SERVICES AND TERMS

Services could include consultation, research and/or preparation of organizational task-lists necessary for work such as refining mission statements, focusing on needs, and identifying strategies.

ANCILLARY EXPENSES

COST PLUS 15%

Can include such items as proposal supplies, photocopies, and production of special submission documents.

GRANT ADMINISTRATION AND CALENDAR MANAGEMENT

These ongoing functions are not offered through Administrative Outreach and must remain the responsibility of individual organizations.

For more information about our Grant Writing services and how we may work together please contact
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