

Grant Seeker:
SSCH

Vendor:
Integral Ink

Project Number:
11082

Overview:

SSCH, a church with a congregation of 300 members, is seeking an experienced, professional grant writer with a proven track record to secure funding for the expansion of the church buildings and playgrounds. Additionally, SSCH desires to expand the current community services offered through the church.

Integral Ink has been in business for over three years. We have a client base of over fifty organizations, companies, and individuals. Our client retention rate is ninety-seven percent. Our grant-writing department has secured funding for non-profit organizations throughout Portland, Oregon.

Integral Ink has reviewed SSCH's RFP for Project Number 11082. Our solution complies with the general requirements set forth in the RFP. In addition, we propose an alternative to the seed money requested by the grant seeker. Due to the size of SSCH's congregation and to the amount of time passed since the church was founded, we propose applying for capital monies grants and project grants. This proposed alternate source of funding is more likely to meet the church's needs.

Specifications:

RFP: Grant writer should be experienced and professional with a proven track record.

Comply: Integral Ink's grant writer, Sarah Hackley, has secured funding for a number of non-profit organizations, including: a dance academy, a women's bookstore and resource center, and an independent journalist collective.

RFP: Grant writer should not require up-front payment for services rendered.

Comply: Integral Ink charges a flat ten-percent commission on funding received. If funding is not secured, grant seeker will not be charged for services rendered. Commission is payable upon release of funds to grantee from grantor.

RFP: Work to be conducted onsite.

Will Comply: Integral Ink's official policy is to work offsite on a telecommute basis. Funding research can take a considerable amount of time and is done via the Internet. As our grant writer can spend a considerable amount of time conducting research, this is typically done from home. However, as SSCH requests the work be done onsite, Integral Ink will comply. This will require a meeting between SSCH and Integral Ink to determine a mutually acceptable scheduling agreement.

RFP: Delivery expected within twelve weeks of delivery of project award.

Partially Comply: Upon receipt of project award,, Integral Ink will immediately commence research. Within seven days of commencement, Integral Ink will begin submitting letters of inquiry to applicable funding sources and responding to any applicable grantor RFPs. As grantors set different funding timelines, Integral Ink cannot be held responsible for the amount of time it takes a grantor to respond to either a letter of inquiry or a proposal. Some funding committees meet only once or twice per year. Integral Ink will advise SSCH of possible grantor timelines including: deadlines for proposals, review dates, and expected funding dates. SSCH should be advised that grant writing can be a lengthy process and it is possible that SSCH may not have money in hand for up to one year.

RFP: Monies sought should be seed money.

Comply: Integral Ink will seek to secure seed money for SSCH. However, Integral Ink advises SSCH that seed money is meant for start-up organizations. As SSCH is an organization with over 300 current members, SSCH will not meet most grantors' qualifications for seed money. Integral Ink recommends seeking two alternate types of funding: capital grants and project grants. Capital grants are often referred to as "bricks-and-mortar" grants and are used to add to or expand the physical assets of an organization. This type of funding would be used to expand the church building and playground. Project grants are for specific programs. A meeting will need to be conducted between Integral Ink and SSCH to determine which services the church is seeking to expand. Application for project grants will then be drafted accordingly.

Project Management:

Integral Ink is a professional company providing writing services to a multitude of clients, including: attorneys at law, real estate agents, non-profit organizations, journalist collectives, automobile dealerships, small businesses, and individuals. Our grant writer is Sarah Hackley. Ms. Hackley has been writing grants for three years and has an eighty-five percent closing rate.

Our grant-writing department handles all aspects of the grant writing process. Within one hour of receipt of project award, Integral Ink will contact SSCH via email or telephone to set up an initial

meeting. This meeting will take place no later than twenty-four hours after the project has been awarded. At this meeting, Sarah Hackley and SSCH will discuss SSCH's goals and objectives. After obtaining a clear idea of future goals, Sarah Hackley will assist SSCH in outlining project specifications, including: amount needed to meet goals and objectives, deadlines pertaining to said goals and objectives, and what percentage of funding will be allocated to particular projects. After this initial meeting, Sarah Hackley will begin research. This research will commence within twenty-four hours of initial meeting and will involve targeting specific grantors with background in funding projects similar to that of SSCH. No later than one week from date of project award, Sarah Hackley will begin submitting letters of inquiry to targeted grantors. Sarah Hackley will follow up letters of inquiry with specified proposals. During this time, SSCH will be kept informed of any and all progress.

Budget:

Per Integral Ink's company policy, SSCH will have no out of pocket expenses for grant writing services received. SSCH will pay Integral Ink ten-percent of all grant monies received through the work of Ms. Hackley and Integral Ink. If funding is not secured, SSCH will not be liable to Integral Ink in any way.

Conclusion:

SSCH is seeking professional grant writing services from a grant writer who gets results. With an eighty-five percent funding rate, Integral Ink will deliver the funding SSCH both needs and expects by selecting grantors with a specific interest in organizations like SSCH's.

Integral Ink understands the budget constraints of our non-profit clients. While most grant writers charge an up-front fee, Integral Ink stands by the belief that if you don't get paid, neither should we. With no up-front fee, a modest commission structure and a grant writer specializing in finding the exact type of funding necessary for your projects, Integral Ink is the best deal in the business.