

August 25, 2004

Name

Title

Dear _____,

Thank you for sending the information on XXX. I'm impressed by your organization and hope that I'll be able to work with you on fundraising. I propose to create a fundraising plan for XXX with the following elements:

Foundation and Corporation Fundraising

1. Prepare a foundation and corporation fundraising plan, listing appropriate foundations and corporations to apply to for general operating support, with:
 - Amounts to request,
 - Contact information for each foundation, and
 - Proposal due dates.
2. Obtain guidelines and annual reports for these foundations,
3. Working with you to decide on the best way to present the organization, write a generic proposal,
4. Tailor this proposal for submission to one foundation or corporation, and
5. Prepare information for staff or board members to use to follow up on these proposals.

Fundraising Events

1. To prepare a general plan for a fundraising event that includes the tasks to be completed and a timeline, and
2. To participate in discussions about an appropriate event at this stage of your organization's development.

Individual Giving

1. To assist you in putting together a list of persons to solicit,
2. To assist you in setting up a system to record donations, and
3. To write an appeal letter.

Fundraising Deliverables

A fundraising plan for XXX that includes the following elements:

Corporation and Foundation Fundraising

1. A list of appropriate foundations and corporations to apply to for general operating support, with amounts to request, contact information for each foundation, and proposal due dates.
2. The guidelines, annual reports, etc. of these foundations and corporations,
3. A generic general operating support proposal,
4. One general operating support proposal customized for either a foundation or corporation, and
5. A template for follow-up information for proposals submitted.

Fundraising Events

1. A general plan for a fundraising event that includes the tasks to be completed and a timeline, and
2. Participation in discussions about an appropriate event.

Individual Giving

1. Advice on appropriate persons to solicit,
2. Recommendations for a setting up a system to record donations, and
3. An appeal letter.

Fundraising Office Systems

1. A fundraising calendar,
2. A template for fundraising reports to the Board of Directors, and
3. A plan for a fundraising filing system.

Fundraising Timetable

I will begin work within two weeks of signing a contract with XXX, and I will complete work within three months of the start date.

Fundraising Expenses

My charge for the work outlined will be \$____. I require a deposit of \$____ to begin work. I will bill for \$____ when the fundraising plan and generic proposal are complete, and for the final \$____ when the first proposal has been submitted.

Any materials developed over the course of the project will be the property of XXX, and all information given in the consultant/client relationship will be confidential. Either of us may cancel this contract on two weeks notice.

Please let me know if you have any questions. I hope we'll be able to work together.

Yours,

Laurie LeBreton

XXX