YOUR  
LOGO

**COMPANY NAME**

GRANT-WRITING SERVICES PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your grant-writing efforts. We specialize in crafting compelling grant proposals that align with funding priorities and help organizations secure vital funding.  
  
This proposal outlines our approach to delivering high-quality grant-writing services for [Client Name].

# Project Objectives

The primary goals are:  
  
- Develop persuasive and compliant grant proposals  
- Align project goals with funder priorities  
- Maximize the chances of grant approval and funding success

# Proposed Services

Our grant-writing services include:  
  
- Identification of funding opportunities  
- Needs assessment and project framing  
- Development of compelling narratives and budgets  
- Compilation of supporting documentation  
- Compliance with funder guidelines and requirements  
- Editing, proofreading, and submission support

# Scope of Work

Scope includes:  
  
- Initial consultation to define project scope and funding targets  
- Research and identification of suitable grant opportunities  
- Drafting, revising, and finalizing the grant proposal  
- Preparation of budget and required attachments  
- Submission readiness review and delivery

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Consultation & Planning | Define project scope and target grant | [Start Date] |
| Research & Development | Identify funding sources and begin writing | [Date] |
| Draft Review | Submit draft for feedback and revise | [Date] |
| Final Submission | Prepare final documents and assist with submission | [Completion Date] |

# Pricing

Estimated cost breakdown for grant-writing services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Consultation & Research | Assess project and identify funders | [Amount] |
| Proposal Writing | Develop narrative, goals, and supporting materials | [Amount] |
| Budget Development | Prepare funder-compliant budget | [Amount] |
| Final Review & Submission Support | Edit, proofread, and submit | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of grant-writing and development consulting services.  
  
- Experience: [X] years in grant development for nonprofits, educational institutions, and community organizations  
- Expertise: Federal, state, foundation, and corporate grants  
- Mission: To help organizations access funding to achieve meaningful impact

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Grant proposal for a community health program  
- Outcome: Secured $250,000 in funding from a federal grant  
  
Testimonial:  
“[Your Company Name] helped us craft a powerful proposal that clearly articulated our mission and needs. We wouldn’t have won the grant without their expertise.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon submission.  
Service Scope: Includes research, writing, editing, and submission support.  
Client Responsibilities: Provide background information, data, and internal approvals.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this grant-writing services proposal and initiate work, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_