



Safe Havens International Inc.

An IRS Approved Non Profit Organization

GRANTS DIVISION SERVICES

Safe Havens International, Inc. provides the following services for individuals, nonprofit, organizations, corporations and associations through our Grants Division.

1. Grant writing and grantmaking services.
2. RFP Technical and Business Proposal Writing.
3. Administration of grant programs and/or government contracts.
4. Management Consulting Services.
5. Regulation, Licensing, and Inspection of government contract or grants with corporations or organizations.
6. Monthly, Quarterly, semi-annually or annual reporting of compliance

FEES

The following is a list of grant writing services we provide that is not inclusive. Other services and rates can be negotiated after review of services is completed and finances available are determined.

INCORPORATION

- All paperwork necessary to establish a nonprofit corporation in your state or another state where applicable. \$500- \$1500, applicant responsible for filing fees.

*GRANT WRITING SERVICES

We offer:

- Full project development
- Comprehensive funding searches
- Professional grant proposal writing services
- Grant management

Full grant writing services, including approach letters, with multiple submissions to appropriate funding sources: \$1500- \$7500, based on numerous factors. These fees can vary depending on the complexity of the proposal and the length of time we have to complete the assignment..

RESEARCH

1. Research specific grants - Look for a combination of state, federal, corporate/foundation grants (based on need of organization) that are appropriate for the type of organizational needs.
2. Help the foundation find appropriate grant sources where more than one grant can go out at a time.
3. Identify similar programs that can be used as models for a larger opportunity.
4. Make suggestions as to how to 'best fit' the proposal to specific organizations

Customized grant writing and grant research for any project or need, making use of the largest available databases of federal, corporate, and foundation sources, and state and municipal sources where applicable. \$750- \$5000. A hourly rate of \$45.00 can be used in lieu of a flat fee per assignment for individuals and \$75.00 per hour for corporations and organizations.

*FOUNDATION/CORPORATE GIVING PROPOSALS

We will complete a comprehensive search of our database of 18,000 foundation/corporate giving sources for



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a single project concept; draft a foundation letter proposal; and prepare grant applications to the five best sources identified in the search for a fee of \$2,500, or the ten best sources for \$5,000. \$35.00 per hour for individuals and \$75.00 for corporations can also be substituted for flat fee package rates.

RETAINER AGREEMENTS

Under a retainer arrangement, a monthly retainer amount is set, usually in the \$2,000 - \$3,000 range. We are available to conduct grant source research, alert you to grant opportunities, prepare proposals, and provide ongoing advice and consultation. The retainer is due at the start of each month and there is a three month minimum. The hourly rate is \$150 per hour under the retainer.

***ANNUAL PLANS, PROJECT PLANS AND REPORTS**

- Administration of grant programs and/or government contracts
- Management Consulting Services
- Monthly, quarterly, semi-annually or annual reporting of compliance

\$500 to \$7,500 per document or report or a flat fee of \$75.00 an hour.

STATE AND FEDERAL GOVERNMENT GRANTS AND RFP'S

\$2,500 to \$45,000 per grant and/or completion of RFP/ grant writing service project.

A flat fee of \$75.00 an hour is also optional for projects which require a short turn around.

***Cost for Grant Writing Services and administration services are for agreed rate per hour or per project. Payment is not contingent upon receipt of the grant.**



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GRANT WRITING FAQ'S

HOW DO YOU EVALUATE A GOOD GRANT WRITER AND WHETHER OR NOT YOU SHOULD HIRE ONE

When it comes to measuring performance, most grant writing services would prefer to be evaluated on the quality of their work. What to expect and/or how to evaluate a grant writer is as follows:

The grant writer will:

1. Through interviews and other means, gather information that will easily allow him/her to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
2. Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
3. Research grant-making organizations and analyze them to identify likely funding sources for specific grant writing projects and programs.
4. Compile, write, and edit all grant applications exhibiting strong grant writing expository skills and a high-level command of grammar and spelling.
5. Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
6. Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
7. Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
8. Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.

WHY AND HOW MUCH SHOULD I PAY FOR A GRANT WRITING SERVICE OR GRANT WRITER?

Accomplished, experienced grant writing services and consultants are in demand and they are not cheap. Therefore, you should do as much of the preparation work as possible yourself. This will allow you to spend your carefully budgeted consulting dollars where they are really needed -- the actual grant writing. Also, the better prepared you are, the more likely you will be to attract the best grant writers.

Before you engage a grant writer, you should already have:

1. Defined the project or program you want to get funded.
2. Developed your mission/objective.
3. If possible, have researched and identified prospective grant sources for the project or program.

In the end, grant writing services and grant writers should be paid for their time and efforts by the hour or project, whether or not the grant is received. I question whether an organization or small business owner unable to pay a fair fee for work done is likely to survive.

WHAT DO YOU CHARGE VERSUS OTHER GRANT WRITING SERVICES OR GRANT WRITERS (OR WHAT AM I GETTING FOR MY MONEY)?

Fees charged by grant writing services and grant writers will range far and wide. But from our experience and research most reputable and capable grant writers charge about \$80 per hour.



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I've seen some fees in the area of \$200 per hour and more, and then I have seen some very low fees - based on your perspective of \$25.00/hour. I believe that the \$70 to \$100 per-hour range is usual, and with the right person, it is fair and reasonable.

Similarly to car buying, the price of grant writing services depends on a variety of factors - just as the price of a car depends on an array of factors.

Naturally, the hourly rate and the resulting total fee will be significantly impacted by the relative efficiency of each grant writer.

CAN I HIRE YOU AND PAY YOU FROM THE GRANT?

Fees for grant writing services and proposal writers present a constant problem. At least once a week someone asks, "Can I hire a proposal writer (or agree to work for an organization) for a percentage of the grants awarded when we get the grant?" The answer, simply, is no. Commissions are considered unethical by almost all professional organizations and funders. They are also a bad idea for both organizations and proposal writers.

Grantmakers frown upon contingency fees, and many will not fund your organization if they find out you pay consultants on this basis. Also, funders seldom allow a proposal writer's fee to be included in the program budget.

Freelance grant writing services and proposal writers are professionals who are paid for their time and their expertise, even if the proposal is not successful. They may be paid either by the hour or by the project.

"But how is that fair?" an organization may ask. "Why should we pay the proposal writer if we didn't get the grant?"

Proposals succeed or fail for a number of reasons, most of which are out of the writer's control. Among these are:

- How well the project fits the funder's interests.
- The non-profit's reputation, track record, and financial history.
- Relationships: how well the funder knows and trusts the non-profit's Board and staff.
- Competition: how many other requests the funder has received.
- Funds and Timing: how much money the funder has available in this cycle.
- The strength of the project: its feasibility, whether it meets a clear community need and whether it has a well-planned budget.
- Finally, a key element is the quality and persuasiveness of the proposal. This is the part the writer controls, and it is important. But even the most beautifully written proposal will fail if other factors are not in its favor.

We are a small organization, just starting out. How are we supposed to pay a proposal writer if we don't have any money?

Simply put, if you don't have any money, you may not be ready to apply for a grant. Grant writing services and/or hiring a grant writer should never be an organization's first or last dollar. You need to raise funds from individuals first, perhaps from people who believe in your organization and are willing to make a contribution to get you started.

A good place to begin is your Board. If you are a youth based organization or a school, you may want to begin with your Parent/Teacher Organizations.

For more information, please feel free to call our Lead Grant Writer, Dr. Sonayia Shepherd (Sony) for more information. Good Luck!