



AMERICAN GRANT WRITING SERVICE, INC.™

"Building Firm Financial Foundations! Allowing Your Ideas to Blossom!"

CEO/Founder of MidCity Excellence (MCE) Community Learning Center &

AGWS, Inc. /Firm Owner & Professional Consultant Kimberly Y. Warren, MS Ed.

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SERVICE AGREEMENT & CREDIT CARD, PAYPAL & PAYMENT AUTHORIZATION FORM

**Client/
Business:**

**Service
Delivery**

**AGWS
has a
100%
IRS track
record in
receiving
400 new
501c3's.**

1. Development of the 501(c)(3) Non-Profit Recognition Application (IRS Form 1023)

*** \$1,499.95 to \$3,499.95 and includes items listed below:**

- i. Bylaws
(conflict of interest, grievance, mission statements & purpose/dissolution clauses);
- ii. 3-year hypothetical budget narrative;
- iii. Promotional flier & non-trademark logo (*as need*);
- iv. Past, present & future statements as designated by the IRS;
- v. One Schedule for special circumstances
(Group homes, daycare centers, churches, schools, colleges, etc.);
- vi. Board of Directors development (only 3 founding members required for IRS);
and
- vii. Assistance with incorporating & acquiring an EIN (Federal Employer ID #)-
IRS requires specific non-profit language on purpose & dissolution statements.

Note: Additional IRS filing/processing fees to be paid by client (\$300 if raising less than \$10,000/annually or \$600 IRS filing fee if over this amt.); local & state incorporation/filing fees... varies from \$25-\$150) will be paid by client, as well.

AGWS and Kimberly Warren has a 100% track record with the IRS in receiving non-profit approvals and in record time of almost 400 new nonprofits.

****Normally a 501(c)(3) Prep Package is \$1,999.95--\$6,500.***

Cost will vary if the project is multi-faceted (i.e. more than 1 state, of national or international significance, involves a school, college, educational learning institute, hospital, medical research or medical services, a home for the elderly, disabled or low-income persons, if the entity has been in business for 27 months or longer, is a successor agency, or involves loans, foundations or scholarships.) The grant firm can usually complete a basic 501c3 in 20 hours.

2. **Special Tailored Grant Writing Consultation Packages include:**

A. 40- Video Training Modules:

AGWS Grant Training & 501c3 Management

Glean from over 30+ years of nonprofit work

OPTIONS:

- *Videos a la carte: \$25.95 per video*
- *40 DVD Lessons w/Annual Subscription: investment of \$999.95 plus 3 60min. Free Consultations*
- *Discounted 27-Lesson DVD @\$599.95 with a 60min. Consultation*
- *40-Lesson on CD \$299.95 no consultations (Audio CD or MP3's)*
- **Note: CD's & DVD's – revised series- Spring 2019**

Sample Topics:

1. What is the 501©(3)? (Missions & Visions)
2. Why does one chose a nonprofit designation vs. another tax bracket?
3. Can one make a profit with a non-profit?
4. How to select and energize a board of directors...
5. How to screen and select a steering committee...
6. How to screen and sustain a volunteer group...
7. How to Screen Grantors and Foundations
8. Understanding the Dynamics & Hierarchy of Grant Writing
9. The Secret to Writing Effective Letters of Intents
10. Grant Proposals and 7 Critical Award-Winning Strategies to Securing Resources
11. If the World Were Mine: Program Designs
12. The Buy-In Part I: Investors, Tax Credits and Philanthropists
13. The Buy-In Part II: Community Engagement
14. The Buy-In Part III: Down in the Trenches (*Participants, Clients & Customers*)
15. How to make \$100,000 from "NO"!
16. How to build a rapport with potential funders/grantors...
17. How does a nonprofit prioritize programs?
18. How does one organize a newsletter designed to raise capital?
19. How does one formulate a budget?
20. How to organize a wish list...
21. Is it possible to have multiple streams of funding pay for the same program? What do you do when you receive multiple grant awards for the same initiative, project or equipment?
22. Rapport Building: The Phone Script/Hard Calls...
23. Rapport Building: Face-to-Face Meetings...Luncheon...
24. Organizing a Stakeholders Meeting
25. Organizing a Capital Campaign
26. The Case for Salaried Employees vs. Volunteers
27. The #1 Mistake not to make when fundraising for a building...occupancy!
28. Start Where You Want to End!!! (Audits, Evaluations and Board Reviews)
29. Daily Rotation Schedules: Funding Something Fundable
30. Pie in the Sky Budgets: Focusing on the ROI
31. Hard Task Masters: Know When to Hold 'me.... When to Fold 'Em
32. Year-Round Assessments: Data Collections & Surveys
33. Measurable Outcomes & Objectives: Adding Credibility to Your Program
34. Using External Evaluators
35. Hand-Up: Empowerment vs. Entitlement
36. Public Relations & Media Exposure: Giving Life to the Mission
37. Sustainability: Strategic Planning
38. 7 Critical Steps of the CEO
39. Keep the Main thing – the Main thing! (When Multi-Tasking is a Hindrance)
40. What- a Second 501c3? When it is Appropriate to Begin Again

B. Basic Grant Writing & Consultation Promotional Package

The Promotional Package may be used for multiple presentations, charitable causes, capital campaigns and donor meetings.

This Includes the writing of:

- 1) a Grant Proposal/Letter of Intent
- 2) Operational & Specific Budgets
- 3) Statistical Data
- 4) Promotional Items: Informational Bookmarks, Flier or Postcard
- 5) Brochure or Business Card Design
- 6) Grant Submissions (up to 20 corporations/philanthropists)

Optional:

- 7) Video infomercial or commercial may be negotiated if on-site.

\$1,000 for Basic Grant Proposal Letters... See below - #1,2,4

\$2,500 #1-6

\$5,000 & Up: Advanced Retainer – Includes #1-7 & Rapport Buildings/Submissions) Negotiable: On-site Rapport Mtg. with Donors

C. WORKSHOP & TRAINING OPTIONS:

CI. Advance Grant Writing & Non-Profit Training Workshop (\$2,995) plus travel/hotel/meals for 2 consultants

Need 30-60 days advanced notice to organize.

Cost is only \$2,499.95 if the site is less than 100 miles travel or requires a 1 day training & travel.

Train a team of in-house grant writers, to include up to 30 people.

Client may transfer this cost back to attendees by charging \$99.95-\$150/per person.

i.e. \$99.95 x 30 people= \$2,995

or \$150 x 20 people= \$3,000

or \$150 x 30 people= \$4,500

Capital Campaign, Grant Writing Training and Board Development will include:

- 1) Cost considerations: the \$2,995 consist of the Webinar Training. On-site may be arranged with client committing to travel/flight, hotel & site accommodations.
- 2) **Each of the participants will receive an electronic Workbook and 3.5-hr DVD and/or “live” video training over the grant writing process** (\$49.95 additional cost for hard copies).
- 3) Components of a successful RFP & how to build a Rapport w/Philanthropists
- 4) How to conduct Critical Donor Calls and Follow-Up’s
- 5) Workshop will consist of a 3-hr intensive training and a follow up consultation (Refining Grant Searches; Face-to-Face with Potential Donors, Polished Presentations to Secure Funding)

C2. HOW TO COMPLETE THE IRS 1023 501c3 Application 2-Day Intensive - This intense class is designed for those wanting to start a 501c3 Consultation Business. AGWS has a 100% Track Record in Receiving IRS Non-Profit Recognition.

Negotiable starting at an investment of \$7,500 (plus travel/hotel/meals for 2 consultants)