



Butler Consulting, Inc.
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May 5, 2017

North Isle ISD (CLIENT ABC)
Carl West, Superintendent
500 N. Arlington Avenue
Houston, Texas 77079

Dear Carl West:

Based on our informative May 3rd meeting, Butler Consulting is pleased to submit this proposal for the provision of grants consultation services for the North Isle ISD (CLIENT ABC). CLIENT ABC's mission is "to support excellence in the delivery of educational services."

It is our understanding that the CLIENT ABC is considering a contract for grant consultation services to assess and support capital and/or operating needs, diversify project funding and achieve sustainability. According to our meeting discussion, the CLIENT ABC is considering a contract to provide grants consultation services as a resource for the Clark County schools. Thank you for the opportunity to submit this proposal to help CLIENT ABC assess needs, build capacity and/or secure foundation, corporate and/or government funds that support your mission-driven programs.

We believe that you may benefit from an experienced fundraising firm to work on a contractual basis in order to assist with project development, building partnerships, fund development, proposal preparation and/or grant services. Butler Consulting through the expertise of Linda G. Butler, MSW, ACSW, LISW-S and/or other associates offers creative, motivated, professional and experienced fundraising, proposal writing and grant seeking skills.

These principals have demonstrated successful records of accomplishment with both private foundations and government funding sources as reflected by the enclosed resume of the Butler Consulting President that spans over 40 years of multifaceted background in arts and culture, education, health, historic preservation, housing, social services, environment, and disabilities as well as community-based and faith-based organizations.

Examples of proven fundraising and grant seeking by Butler Consulting include:

- Worked with Yellow Springs Schools in 2016-17 to coach the Director of Advancement and Community Relations using the School Foundation model;
- Taught Fundraising, Grant Seeking and/or Social Work courses at Antioch University Midwest in 2014, Clark State Community College in 2011, Urbana University in 2012 and Wright State University in 2013-15; and
- Worked with Lima Allen Council on Community Affairs in Lima, Ohio to secure a \$1.3M Early Head Start grant in 2014.

A) Introduction/Background:

The North Isle ISD provides support services to the six local and one city school district in Harris County. Together these districts enroll over 26,000 students.

Services provided by the North Isle ISD include special education program development and supervision, financial planning and analysis for districts, psychologists and other related service providers, multi-handicapped and preschool classes, drug-free program coordination, OSHA and asbestos regulation compliance assistance and an attendance officer.

Our Instructional Services department provides curriculum development and supervision, a media library and professional development. The professional development program provides in-service training for over 3,000 teacher attendees each year. The department also provides direct assistance to individual building administrators and staff for school improvement programs.

The primary function of a county educational service center and its staff is to provide supervisory and special services to the local school districts within the county system.

Organizationally, these challenges and opportunities lead CLIENT ABC to broaden their fund development efforts in order to embrace and maximize more targeted fundraising, grant researching, seeking and writing.

This document is a proposal to assist with grant seeking that can provide capital and/or operating funding, enhance financial stability and diversify funding sources. If we have under-estimated or over-estimated your requirements, Butler Consulting will gladly modify the proposal to meet your expectations.

B) Scope of Work:

Butler Consulting proposes the “Scope of Work” to be performed as outlined:

1) Capacity Building:

- a) Participate in CLIENT ABC’s staff, board and/or partners’ meetings and/or phone conferences to coordinate capacity building, project developing, planning and assessing monthly;
- b) Clarify CLIENT ABC’s project needs that match grant funding sources to submit targeted proposals per deadlines; and/or
- c) Assess, evaluate, analyze data and/or consult regarding CLIENT ABC’s capacity to seek grants, and position CLIENT ABC as “grant-ready” by offering consultation services.

2) Grant Seeking:

- a) Research new grant funders for CLIENT ABC via specific, targeted fund development for prospects;
- b) Create and update monthly the “CLIENT ABC Grants Plan” that outlines specific, targeted funding sources for proposal submissions;

c) Mentor CLIENT ABC's staff to increase their skills and abilities regarding project development, building partnerships, fund development, proposal preparation and/or grant seeking;

d) Provide grants seeking, editing and/or consulting for local or state applications (federal applications are excluded) of *up to four (4) proposals from September 1, 2017 to May 31, 2018 (i.e., one per each school district as requested)* that include the proposal writing, editing, financial data gathering, clerical and desktop publishing requirements of the applications by working with the educational team and identified project director; and/or

e) Make initial contact with funders to clarify CLIENT ABC's match with funding criteria, grant application and guidelines, deadlines and other pertinent funding information (Butler Consulting is willing to make this initial contact, with CLIENT ABC's staff and/or collaborators to make follow-up contacts as needed in order to cultivate relationships with funders).

It is our understanding that CLIENT ABC agrees to provide:

- CLIENT ABC publications, budgets and other pertinent materials or information needed (see "CHECKLIST FOR SUCCESS") for proposal submissions;
- Previous proposals sent to foundations and other funding sources;
- Any past proposals and documents needed to be sent electronically; and
- Open communications among Butler Consulting, CLIENT ABC staff, districts' staff, board, volunteers and/or collaborators to coordinate development efforts.

Upon acceptance of this proposal, we are available to start effective September 1, 2017. Biographical background and/or additional references are available per your request. Butler Consulting bases fees for the described scope of work upon the amount of time devoted to the project. If CLIENT ABC chooses to alter the scope of work defined, Butler Consulting will adjust the fees accordingly.

C) Professional Fees:

Professional fees include all costs for the proposed project. Butler Consulting will not charge your organization for out-of-pocket travel expenses as may be required for the delivery of services. The professional fee for this project's defined scope of work is:

- A monthly retainer of \$XXXXXX for up to four proposals with the deliverables detailed in the scope of services above and consultation during the nine-month contract (i.e., \$XX/hour for up to 20 hours/month or \$XXXXXX total contract with monthly invoices submitted).

Regarding working for a contingency, as a member of the Association of Fundraising Professionals (AFP), the AFP's Code of Ethics states, "...members shall not pay, seek or accept finder's fees, commissions or percentage-based compensation for obtaining philanthropic funds..." Although not every proposal may receive a grant award, your organization purchases a product. Butler Consulting develops a project and creates a usable proposal from which other similar proposals can be submitted to targeted funders. All proposal copy produced under this contract will be the property of CLIENT ABC.

D) Payment Terms:

Butler Consulting will submit an invoice for services rendered with reimbursement to be paid within 30 days of submission. This proposal is valid through August 31, 2017.

This contract can be terminated by either party with a “thirty day in advance” written notice. If the description as provided in this proposal does not address your concerns or issues, please feel free to discuss them with us. We look forward to working together with you, your staff and your board to provide leadership in supporting CLIENT ABC’s mission and services.

Sincerely,

Linda G. Butler

Linda G. Butler, MSW, ACSW, LISW-S
Butler Consulting President

Contract accepted by: _____

Date: _____