



## *Your Mission in Focus.*

### **Nonprofit Services**

<p><b>Initial 20-minute Consultation:</b> A nonprofit assessment conducted via telephone to learn of your nonprofit needs and whether we can assist you.</p>
<p><b>One-on-One Consultation</b> with Simone Joye is conducted in a mentoring style. You will be provided with tangible tools in which you can immediately use.</p>
<p><b>Applications and Forms</b> Completion of your 1023 Recognition for Tax Exemption; State Charity applications.</p>
<p><b>Funding Pitch Letter and MOUs/MOAs</b> – We create pitch letters (Letters of Intent) for you to make an introduction of your organization to a funder. We create a sample Memorandum of Understandings/Agreements for your partnerships.</p>
<p><b>Targeted Grant Research</b> - We provide a targeted list of public and private grant opportunities you are eligible for (minimum 15 sources). We assess the quality of support and provide you with recommendations on the amount you should request.</p>
<p><b>Federal and State Grant Writing Services (RFPs &amp; RFQs)</b> - We create your narrative, budget, sample MOU, and evaluation services based upon extensive interviews with you and/or your team. If needed, we can also research and find potential partners to collaborate with you.</p>
<p><b>Private Foundation and Corporate Grant Writing Services</b> - We create your narrative and budget upon an extensive interview with you and/or your team.</p>
<p><b>Board Retreat and Governance</b> - You select the topic of focus (Governance, Fundraising, Leadership, Expansion, etc.), and we will facilitate your Board Retreat</p>
<p><b>Strategic &amp; Fund Development Plans</b></p>
<p><b>Nonprofit Leadership Program (NLP)</b></p>
<p><b>Capital Campaigns</b> - We provide support for a nonprofit to raise significant dollars in a specified period. The money raised is used to fund the purchase of a building, renovating a building, or building an endowment (savings) for the future. Before we begin any Capital Campaign, we require creating a Feasibility Study to assess whether your nonprofit is ready for such a large project.</p>
<p><b>Marketing/Communications:</b> Website Review - A targeted review of your website to ensure you are represented as a viable nonprofit ready for donations and provide you with feedback. Nonprofit Website Design – We will turn (or create) your website specifically for the nonprofit sector. Increase your Social Media presence by creating one month of engaging posts.</p>

## *Please Note:*

1. We appreciate referrals and will pay you five (5%) percent for any contracted referral, or you can choose to have us donate to your favorite charity.
2. We do not fundraise or solicit donations on behalf of any organization.
3. We do not write grants on a contingency basis. Payment is due before we start any work.
4. We provide targeted services for nonprofit governance, leadership training, administrative operations (HR, fiscal, operations), start-ups, and fundraising.
5. We do not provide program or evaluation services for nonprofits. However, we will do our best to connect you with free or low-cost services as a part of our engagement with you.
5. We require a minimum of Fifty (50%) percent of fees to begin any work.
6. We provide comprehensive, confidential services.

**Please feel to call us with any questions.**

## *Contact Us*

**S Joye & Associates LLC**

Nonprofit Strategists