



New Services & Consulting Price List * 2010-2011

Service	Description
Initial Consultation	Resource Center staff time and correspondence with a qualified consultant. Will also provide location to meet.
Organizational Needs Assessment	Assessment done by NRC staff
1 hour Consulting Services	Nonprofit advice in areas such as board development, marketing, nonprofit start-up, etc.
1 Hour of Resource Center Staff Time	Nonprofit advice/New nonprofits start-up information
Grant Writing	1 foundation grant (\$50 per hour x 20 hours per grant. Based on intensity of grant. Prices based on scope of work.) <i>*Minimum grant submitted \$10,000</i>
501 C 3 Incorporation	<ul style="list-style-type: none"> * Articles Of Incorporation * Bylaws * Federal Employer Identification Number * Pre-drawn minutes template for initial directors' meeting and *1023 Form <i>*This packet includes consultation and preparation of services. Additional hours at the General Consulting rate may apply.</i>
Customized Organization Training	Conduct workshop trainings (up to 5 sessions) based on organization's training needs. Facilitated by NRC consultant at a site of your choice. Each session is a minimum of 3 hours
Agency Marketing Services	NRC will market your event with one single original eBlast.
Agency Marketing Services	NRC will market your event with one initial original eBlast and one follow-up eBlast.
Agency Marketing Services	NRC will market your event with a total of three original eBlasts .
Agency Marketing Services	NRC will market your event with 2 original eBlasts and collect registration for your agency's event with 100 people or less.
Agency Marketing Services	NRC will market your event with 2 original eBlasts and collect registration for your agency's event with 100 people or more.
Agency Marketing Services	NRC will market your event with 3 original eBlasts, collect registration and have one NRC staff member assist you on the day of your event.
Meeting Facilitation	An NRC consultant will assist you with any of your meeting facilitation needs.
Event planning service	NRC can assist you in planning your special event – marketing, registration, food set-up, room set-up, organization of agenda, etc
Volunteer Coordination	NRC can help you recruit, train and manage volunteers for your organization or special event



Detail of Services

Initial Consultation – An initial consultation is normally a pre-requisite to the hourly consulting service. The initial consultation focuses on areas that the organizational leader may need assistance with and will assist the consultant in his/her purpose to strengthen the organization. The Resource Center will be involved in coordination, facility and correspondence in preparation of the meeting.

Hourly Consulting Services – One-on-one technical assistance with a professional Resource Center consultant to help guide you with issues such as strategic planning, board development, grant writing, fund development, staff issues, etc. This service is essential in guiding your nonprofit on the right track from professional consultants who have years of experience in nonprofit and business management. It is recommended that an initial meeting with Resource Center staff and the consultant be arranged to determine the main focus of the service and get optimum results.

Organizational Needs Assessment – A needs assessment is a tool/questionnaire to identify any areas of strength and weakness that an organization may currently be dealing with. The Organizational Needs Assessment can be completed with the Executive Director, staff, Board members or a combination of all of the above.

Resource Center Staff Time – This service can be utilized for starter nonprofits, grant research, assisting with editing a written grant proposal, assistance with letters of interest, components of a strategic plan, mission statements or other topics as related to nonprofits.

Grant Writing – The Resource Center will match an agency with a professional grant writer whose work has been researched and has a proven track record of success. The grant writer will be compensated upon proof of submission. Rates are applicable for Foundation grants only.

501C3 Incorporation – This service is available for new nonprofits and is rendered in collaboration with the consultant and the nonprofit leader. It includes filing the articles of incorporation, by-laws, federal ein number and other legal paperwork.

Customized Organizational Training – The Resource Center will work with the Executive Director or staff training manager to identify the areas of training that the organization needs. If requested, the Resource Center can administer a training needs assessment. The Resource Center consultant will facilitate trainings based on the identified needs. The Executive Director or staff person in charge can choose the time, date and location for these trainings. The Resource Center will handle all aspects of the training such as room set up, consultant communication, handouts, equipment (i.e. laptops, projectors, flip charts) and any other applicable requests.

Agency Marketing Services – The Resource Center can assist you with marketing your services and events, shining a spotlight on an employee and with other community announcements. The Resource Center will work with you to put that extra special messaging touch to your agency's news. We offer a series of original eBlast packages, on-site services on the day of your special event and assistance with registration. Our current database hosts more than 3,000 email addresses from nonprofit and private organizations, foundations, businesses, consultants and various other professionals.



Specialty Packages

Board Track Package

Get your Board on the *Right Track* with services that will enhance and develop your Board of Directors.

Service	Comments
Board Assessment	NRC consultant will provide assessment tool, arrange a time to meet with your Board to deliver and facilitate an assessment /meeting
Customized Board Trainings	3 hour training to Board at location of your choice to deliver training on any topic. Consultant will provide all preparatory and post communication to the Board.
Facilitation/ Meetings	Guided Board meeting facilitation
Board Development Plan	A written, comprehensive plan developed and communicated to the Board by consultant

Strategic Planning Package

The Resource Center will assist your organization in the Strategic Planning Process.

The Strategic Planning Package will vary based on the size of your organization, long term planning needs and budget. The Resource Center will work with a consultant to deliver the finished product.

The process includes:

- A one hour consultation (at no charge) will be conducted with NRC staff to determine organizational need, scope of work and pricing.
- The Resource Center will submit a proposal with budget to the organization for approval to proceed with the process.
- The consultant will facilitate a series of meetings with the Board of Directors, Executive Director/CEO and other key staff in order to deliver a final strategic plan product.
- The consultant will work with the organization to follow-up either quarterly or biannually on the progress of the strategic plan.