



A Proposal for the Kingsburg Healthcare District

Founded in 2004, California Consulting has an excellent reputation for hard work and a commitment to success for our clients. California Consulting is the largest grant-writing firm in California. With offices in Southern California, Northern California, and Central California, we have almost 100 clients statewide. We have 45 members of our team from Chico in the North to San Diego in the South. California Consulting has developed expertise in representing public agencies, and non-profit organizations. We have secured over \$1.6 billion for our clients since inception. The California Consulting team boasts approximately 30 grant writers. Through years of experience, our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 1,400 competitive grant applications that have been funded. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks money, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

References California Consulting references include key leaders from around the State. Our relationships are bi-partisan and we have references from major figures and leaders in both political parties.

California Consulting currently represents over 50 cities across California, almost 40 School Districts, non-profits and others. We have also been retained to work for agencies including Chevron Corporation and academic institutions including the California Institute of Technology in Pasadena, as well as several private sector clients. A full client list can be obtained at www.californiaconsulting.org.

Grant Writing

California Consulting is a full-service grant writing firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, following through after the grant has been submitted to determine the status of the grant, and post-award compliance and administration.

California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit our client's needs.

1. **Needs Assessment (Meetings with Department Heads to review priorities and funding needs):** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager. The Project Manager communicates regularly with the client on an ongoing basis. This relationship-building is the key to keeping the grants pursued on target with the client's overall goals.

Sample questions asked during the Needs Assessment:

- a) List and describe any program initiatives or priority projects.
 - b) What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
 - c) List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
 - d) List past grants that have been funded.
 - e) List past grant applications you would like to revise and submit again.
2. **Facilitation of Department Decision-Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist your Staff in deciding which grants make the most sense on meeting the funding needs identified.
 3. **Grant Research and Identification:** Our Project Manager conducts thorough research on an ongoing basis. We track current and upcoming grants in order to let our clients know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting will provide you with a Grant Activity Report monthly detailing the grants available, grants in progress, and grants submitted. You will also be provided with available grant opportunities on an ongoing basis.
 4. **Client Commitment:** When identifying grants that meet your needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from your staff.
 5. **Grant Preparation Process:** When your staff and California Consulting agree to pursue a grant, we will develop a checklist and schedule. The checklist and schedule will include what things you will be responsible for and when we will need them submitted. We need your staff involved in the grant preparation process to provide the required information we don't have access to. The Project Manager will provide you with grant portions along the way to review for content accuracy. The more engaged you are able to be in this process, the higher quality of the application will be. California Consulting retains copies of all grants we've submitted. If the application was successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
- b. Ensure the proposed project meets the grant agency's requirements
- c. Review similar successful grant applications and apply where possible
- d. Collect information on the project
- e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- f. Obtain letters of support when necessary
- g. Draft proposals and send to staff for review
- h. Incorporate staff edits in final drafts
- i. Submit completed application timely
- j. Monitor funding agency until grant awards are announced.

6. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We are successful in this area due to our thorough quality assurance measures. Our Grant Managers conduct group meetings with all Project Managers regularly. In addition, our Grant Managers meet individually with each Project Manager to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers review grant applications prior to submission. This ensures the best quality product before the grant application is submitted.
7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key personnel to review all grants prior to submission to ensure application accuracy.
8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. We believe if everyone is on the same page and is aware of what needs to be done, we can limit scrambling at the last minute.
9. **Funding Agency Monitoring:** California Consulting will monitor the Funding Agency until grant awards are announced.
10. **Grant Administration:** Some grants require post-award compliance, reporting, and administration. California Consulting will prepare the required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to you). When grant dollars from the grant are not available for administration, reporting, and evaluation purposes we will provide these services to the Client for a monthly fee, or a one-time fee based on the Client's preference. If the Client chooses the monthly retainer option, grant administration services are included.
11. **Monthly Progress Reporting:** California Consulting will prepare a monthly report reflecting grants in progress, grants submitted, and grants awarded. This will provide you and your entity with a clear return on investment.

Scope of Services and Pricing

In-Depth Needs Assessment and Report

1. California Consulting will conduct an in-depth Needs Assessment on-site in which all relevant staff members involved with grants should be present to provide their input.
2. Utilizing the information gathered, California Consulting will prioritize the needs established and conduct thorough research identifying available funding opportunities.
3. Within 15-21 days of the Needs Assessment, California Consulting will provide Client with an in-depth report summarizing and prioritizing funding needs identified. The report will provide current and future funding opportunities available that meet the Client's needs.
4. The cost for the In-depth Needs Assessment and Report is \$3,000 (\$150.00 hourly rate not to exceed 20 hours).

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Pricing

Per Grant Option:

We propose an agreement for a Per Grant basis, plus reimbursement of out-of-pocket expenses. The following is a breakdown of the cost per grant:

Grant Amount Request	Cost
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
\$100,001 - \$250,000	\$7,500
*Over \$250,000	\$9,000 - \$12,000

**Cost will be determined based on complexity of grant preparation for grant requests exceeding \$250,000*

Grant research, grant identification, and grant administration can be provided at an hourly rate of \$150.00. For research completed at an hourly rate, the client may specify a “not to exceed” amount.