

Grant Writing Proposal

Harmonia Collaborative Care

September 5, 2023

Dear Valerie,

I am pleased to present Harmonia Collaborative Care with the following proposal to help you pursue funding opportunities with State, Federal, local, corporate or national private foundations for projects supporting your important work in the community.

Upper Edge Consulting's philosophy is "there's always a way" and we attribute this to our **60% success rate** which is well above the industry average of < 33%. We believe there's always a way to find funding for projects that benefit the public, whether state or federal funds, or private grants or awards. Sometimes it takes looking at your project in a new and unique way, so it fits the funder while still achieving your goals.

Why is our success rate so high? We go after the RIGHT opportunities, not every opportunity. Before we even start an application, we do a deep dive to ensure the grant is a good fit for both you and the funder. This may include arranging a call with the funding agency to introduce you, your organization, and all the good work you do so that when 100 applications are sitting on their desk, it's your name they recognize.

How do we find funding? The short answer is, we research. The long answer is, we search robust databases, pull from a decade+ of knowledge, tap our government and private sector networks who know where the hard-to-find funding streams are, and we have a dedicated researcher on our team.

Do we charge by the hour? Never have and never will. It can take 60-120 hours to research, write, and submit a single grant, depending on complexity so we work on a monthly, flat-fee basis. While we work on a grant, we are learning about your organization, initiatives, and goals while continuously looking for and pursuing funding opportunities. We charge a flat fee because the amount of hours varies widely from grant to grant. We don't want clients to worry when opening our invoice. It's the same amount as it was last month.

How do we bring a new client on board? We start with a conversation to learn about your operations, team, industry, long and short-term goals, and strategic plans. Then we get to work finding funding and helping you bring those plans and goals to life.

Speaking of results, **how much money have our clients been awarded?** \$54,700,000. We're pretty proud of all those zeros!

We'd love to talk further about how Upper Edge can help Harmonia Collaborative Care maximize its chances for being awarded grants and other funding opportunities.

Best,



Diana Cihak
President, Upper Edge Consulting

Upper Edge Consulting LLC

Overview of Upper Edge Consulting

Upper Edge Consulting is driven by its philosophy of “there’s always a way” and we apply this to all aspects of our work – research, writing, client needs, and even in how we run our own team. But we bring more to the table than an inner drive. Our experience across federal, state, local, and private funding runs deep and wide. We’ve spent years cultivating relationships with funders and learning the nuances of what they will actually fund.

This is our competitive advantage. This is why **we average a 60% success rate** while the industry average is 10-33%.

Diana Cihak, President and Principal Grant Writer founded Upper Edge in 2011 after working for the Erie County Legislature as a Senior Policy Analyst. This experience helped sculpt our method of using analytical storytelling to craft grant proposals making them as compelling as they are credible.

Upper Edge is based in Buffalo and works with clients from Jamestown to Niagara Falls to Long Island, with the bulk of our clients located in Western New York.

We specialize in a wide array of municipal funding with a concentration on economic development and public works and not for profit work in health care, workforce development and housing. We have 10+ years of experience working with municipalities of varying sizes, private, and not-for-profit organizations. For municipal clients, we work with all departments, including, but not limited to, Office of Mental Health, Sheriff’s Office, Department of Public Works, Information Technology, Office of Economic Development, and Department of Probation, securing funding from Federal, State, and private entities.

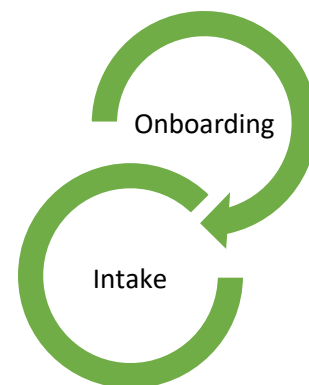
How We Work

In addition to Diana, the Upper Edge team consists of a Grant Writer, Executive Administrator, and Research Associate ensuring clients are supported in all aspects of the grant writing process. We are a 100% remote team so our primary method of communicating with clients is phone and video conferencing, but we commute to client sites as needed.

Onboarding includes a Discovery Session to gather information and learn about your mission, vision, history/background, current state, desired future state, specific needs, organizational resources, and past grant outcomes. A review of the budget, strategy, and in-depth grant search inform what approach Upper Edge takes to help you reach your goals. Communication is key to our success rate, so we decide from the start the who, what, where, when, and how of communicating with you and your team. This is how we set our Update Meetings.

During our **Intake Process** we collect and securely store relevant and key client information. This may include documents, logins, contacts, organizational charts, financials, and anything else we need for the grant writing process. The intent is to streamline the application process and reduce the number of emails in your inbox.

We use Google Workspace to store your information while ensuring you still have access to it. This platform also allows



you to review and edit grant documents in real time and monitor our progress. If you cannot access Google Drive or prefer not to, we are glad to use email as the primary method of sharing documents.

Now we are ready to **Research** grants for you! We research grants daily, to stay on top of new funding sources, just released grants, shifting due dates, and updates to funder preferences. We do deep dives into our databases, including, *but not limited to*, Grantwatch.com, Grants.gov, GrantAlerts.com, Getedfunding.com, and Instrumentl, to find grants that align with your needs. We also review publications that detail grants set forth by the New York State Senate and Assembly, Pathways to Funding, and Grant Action News. While we review 100s of grants, it is not our goal to show you all of them. **We only show you funding opportunities that align with you and your “Why” because that’s how our clients have been awarded \$54,700,000 in funds.**

We hold **Update Meetings** with you and your team one to two times a month (or at whatever frequency you prefer) during which we review upcoming grant opportunities and decide which you would like to pursue. We also give you a progress report of current applications. These discussions are how we stay up to date on your changing needs, plans, preferences, team, and goals.

We know you, your team, your good work, and your needs. We know the who, what, where, when, and how. We’ve done the deep dive and selected grants that fit your needs and your “Why”. So, now comes the **Grant Writing**. We work with you to craft compelling grant applications that tell your story while highlighting the need for your work in our community. We weave in data and stories of success, all while following the funder’s unique set of instructions to a “T.”

Once you decide you would like to pursue a grant, Upper Edge begins the **Tracking** portion of our services. We maintain a master calendar of dates relating to all grants in progress that we then use to create a work-back calendar for data formation, budget completion, letter(s) of support acquisition, grant drafts, etc. We also track which grants are awarded and for how much. We gladly share this information with you.



Our Results

We are extremely proud of the work we do for our clients and could devote several pages to this but, we’ll let our results speak for themselves.

Average Number of Grants Submitted Annually	Largest Award	Smallest Award	Average Number of Clients Annually	Total Awarded Funding	Average Success Rate Year-to-Year
106	\$5,000,000	\$3,083	22	\$54,700,000	60%+

Note: These results exclude 2020-21 data due to the extreme impact COVID-19 had on the industry.

Our Flat Fee Options

Prices are a monthly, flat-fee and vary based on length of contract.

One Year Contract	\$4,500 a month
Two Year Contract	\$4,000 a month
Single State Application	\$8,500
Single Federal Application	\$17,000

Additional Expenses: Additional expenses for all types of projects are billed at cost, and include, but are not limited to such items as overnight delivery service, copying and production of submission documents.

Travel Expenses: Upper Edge Consulting works remotely but if a client prefers in-person meetings at a location that exceeds 25 miles from the Upper Edge team member's primary work location then travel time and mileage reimbursement will be billed in advance. All expenses will be approved prior to expenditure by the client.