

Estimate for Grant Writing Services

A representative quote for a small foundation general-operating-support application.

DATE PREPARED	APPLICATION DUE
Tuesday, February 10, 2026	Friday, March 27, 2026
PREPARED FOR	FUNDER
Ms. Eliza Hartwell, Executive Director Riverbend Community Theatre Three Pines, Colorado	Plainsong Arts Foundation General Operating Support Grant 2026 Spring Cycle
PROJECT	PREPARED BY
Operating Support for the 2026–27 Performance Season Two-year request	Drew Jaussaud, Principal Jaussaud Grant Lab, LLC

Phase	Description	Hours	Rate	Subtotal
Initial Research & Planning	Review funder guidelines, align with organizational priorities, gather provided materials (contact info, financials, prior applications), and outline the application structure.	3 – 4	\$55	\$165 – \$220
First Draft	Write the initial narrative including organizational overview, statement of need, request amount, use-of-funds plan, and integration of financial attachments.	5 – 6	\$55	\$275 – \$330
Second Draft	Incorporate client feedback, refine language, ensure alignment with funder priorities, and address any gaps in evidence or framing.	3 – 4	\$55	\$165 – \$220
Final Draft	Polish for clarity, proofread, format final attachments, and prepare a clean submission package.	2 – 3	\$55	\$110 – \$165
Client Meetings & Revisions	Up to two virtual meetings (kickoff and review) plus minor adjustments outside the drafting passes.	2	\$55	\$110
TOTAL		15 – 19		\$825 – \$1,045

Hours shown are good-faith ranges based on a typical foundation general-operating-support engagement. Final invoicing reflects actual time worked within the agreed range.

Scope of Services — Friendly Reminder

Excerpted from Section 2 of the standard Grant Writing Agreement, included here so client and writer share the same expectations from day one.

The Grant Writer shall perform the following services:

- Author and prepare grant narrative(s) in collaboration with the client's subject-matter experts.
- Provide necessary revisions and supporting documentation for the application.
- Any additional services outside this scope will require a separate agreement or amendment.

The Client, in advance of the grant's deadline, shall provide all required materials in supplement to the narrative, including but not limited to:

- Budgets
- Graphics and visual assets
- Statistics, evaluation data, and outcomes
- Organizational policies and procedures
- Detailed project and / or program descriptions
- Previous copies of the grant application, where available
- Other attachments and deliverables required by the application

Coordination & submission:

- The Client shall provide a single point of contact to coordinate and collaborate with the Grant Writer.
- The Client shall ensure all internal and external permissions have been secured to submit the proposal — including senior leadership, governing boards, and offices of foundations, grants, research, or economic development as applicable.
- The Client shall be responsible for uploading, certifying, and submitting the final proposal.

About this document. This is a sample work product prepared for the Jaussaud Grant Lab portfolio. Riverbend Community Theatre and the Plainsong Arts Foundation are fictional, and all figures are illustrative. Actual estimates are tailored to each funder, project scope, and client capacity.