



**IMPACTING COMMUNITIES  
THROUGH A  
SOLUTIONS-FOCUSED LENS**



# Our Background & Expertise



Dr. Lauren Hopkins is the CEO and Principal Consultant of Prepared to Impact, LLC, founded in 2019. She is a social worker passionate about helping individuals strengthen knowledge, gain skills, and succeed in their careers. Over the years, Dr. Hopkins has worked in the nonprofit, for-profit, and government sectors through facilitating fundraising strategies, writing grants, evaluating programs, designing training curriculum, and facilitating professional development sessions with adult learners.

Dr. Hopkins holds a Bachelors in Nonprofit Leadership and Management degree from High Point University, a Masters in Social Work degree from the University of South Carolina, and a Doctor of Education in Curriculum and Instruction degree from Southeastern University. She has also earned a Grant Writing Certificate from the University of South Carolina. To review Dr. Hopkins' resume, visit [www.linkedin.com/in/laurenhopkins](http://www.linkedin.com/in/laurenhopkins).

Here is a snapshot of some of the nonprofit organizations and small businesses Dr. Hopkins has worked with:



**\$25K**

Average Grant Award Amount

**\$385K**

Largest Award from a Single Grant

**\$1M+**

Total Grant Funding Awarded

# Mission, Values, & Transformation



## **MISSION:**

Prepared to Impact is committed to offering organizations services and equipping them with tools and resources to continue positively impacting the community.



## **VALUES:**

Our core beliefs include:

- Integrity
- Purpose
- Learning
- Collaboration
- Impact



## **TRANSFORMATION PROMISE:**

The Prepared to Impact team will do their best to empower human service professionals to further strengthen their organization's potential, achieve its mission, raise funding, and positively impact the community.





# Nonprofit Fundraising & Evaluation Retainer

## **Grant Writing & Reporting Services**

- Stay up to date on grants, grant opportunities & funding trends
- Research and identify potential grant opportunities from foundations, corporations, government agencies, and other funding sources that align with the organization's mission & programs
- Collaborate with the Executive Director and/or the Development Director to develop strategies for ensuring funding opportunities are optimized
- Develop & write compelling grant proposals and applications, including letters of intent & preliminary applications, tailoring proposals to the specific requirements & priorities of funders
- Collaborate effectively with program staff, finance teams, leadership, & other stakeholders to gather necessary information, data, & stories to support grant proposals & articulate the organization's programs & their impact
- Maintain a master calendar of grants & prospects
- Monitor submission deadlines
- Ensure timely submission of proposals and compliance with funders' report requirements
- Report funding requirements, programmatic outputs, & outcomes to grantors of awarded grants

## **Fundraising Support Services**

- Design an Organizational and/or Fundraising Strategic Plan
- Provide Donor Communication Strategy & Resources (Ex: Introductory email templates, Communication scripts, etc.)
- Organize & coordinate a Corporate Sponsorship Campaign
- Customize and facilitate board, staff, or volunteer trainings to strengthen organizational capacity
- Design quarterly newsletters
- Identify, establish, & cultivate relationships with funders/grantors, inviting them for site visits, programs, & events
- Facilitate a monthly Fundraising Strategy Planning Meeting

## **Data Collection Tools & Program Evaluation Services**

- Thoroughly review current data collection successes, challenges, & opportunities
- Create quantitative or qualitative data collection tools to assess if program goals have been met
- Design a facilitator's guide with instructions on implementing each tool
- Use research-based qualitative & quantitative methods to thoroughly assess the impact of the program or complete a learning needs assessment
- Facilitate data collection strategies, which may include surveys, interviews, and/or focus groups
- Analyze data and design detailed and visually appealing reports of major findings & recommendations for more robust programming learning objectives, or training methods



EMPOWERING  
NONPROFIT  
LEADERS

## **Nonprofit Fundraising & Evaluation Retainer Investment**

**Up to 20 hours monthly - \$2,400**

**Up to 30 hours monthly - \$3,300**

**Up to 40 hours monthly - \$4,200**



# Nonprofit Mentoring Academy

**A learning community that supports nonprofit leaders in achieving their fundraising, programming, and operational goals.**

- Weekly Group Mentoring Sessions (Wednesdays from 6-7pm EST)\*\*
- Monthly Lunch & Learns taught by various subject-matter experts\*\*
- Quarterly 1-on-1 Nonprofit Strategy Deep Dive sessions\*\*
- Self-Paced Courses (Introduction to Grant Writing, Building Relationships with Funders, Developing a Volunteer Program, etc.)
- Unlimited Document Reviews (Documents related to Grant Proposals, Fundraising, Programming, Operations, Board Development, Communications, etc.)
- Unlimited Q&A and support via the online Discussion Board
- Downloadable Templates and Resources

\*\* Board members may attend at no additional charge

**Investment: \$250/month**



# Data Collection, Needs Assessment, & Program Evaluation Services

## CUSTOMIZED DATA COLLECTION TOOLS

### The Consultant will:

- Thoroughly review current data collection successes, challenges, and opportunities
- Create quantitative and or qualitative data collection tools that will help assess if program goals have been met
- Design a facilitator's guide with instructions on implementing each tool
- Walk program staff through the facilitation plan

### Organizational Benefits:

- Attain program evaluation strategies that will help determine the effectiveness of current and future programs
- Utilize experience- and research-based data collection strategies
- Receive data to develop clear, strategic, and needs-based goals and activities

**\$500 for the first tool**

**\$350 for subsequent tools**

**Estimated Time: 6 weeks**

## CLIENT & DONOR DATA MANAGEMENT

### The Consultant will:

- Assist with managing the organization's client and donor software and data collection tools
- Transfer paper data collection tools into electronic formats
- Review and "clean" data to ensure that it is accurate and usable
- Identify errors, merge duplicates, resolve data issues, and consult staff members as needed
- Create processes that staff can use to collect and enter client and donor data
- Analyze qualitative and quantitative data\*
- Design informational reports internal staff can use for communications, funding requests, and relationship-building\*

### Organizational Benefits:

- Identify the demographics of clients who utilize services
- Recognize program goals and areas that need improvement
- Accurately share successes with grantors and community members
- Run more effective fundraising campaigns
- Confidently answer questions from supporters about organizational and client needs

**Data Management: \$50/hr**

**\*Report Design: \$50/hr**

**\*Data Analysis: \$150/hr**

## PROGRAM EVALUATIONS & NEEDS ASSESSMENTS

### The Consultant will:

- Use research-based qualitative and quantitative methods to thoroughly assess the impact of the program or complete a learning needs assessment
- Facilitate data collection strategies, which may include observations, surveys, interviews, and or focus groups
- Analyze qualitative and quantitative data
- Design one report of major findings and recommendations for more robust programming learning objectives, or training methods

### Organizational Benefits:

- Prove that a program is producing positive results
- Identify the benefits of the program to participants and the community
- Determine program elements that should be continued, modified, or discontinued
- Share the benefits of the program with supporters and funders

**Price varies based several factors, including the project timeframe, number of participants, & research methods**

# Terms & Conditions



## Project Assignment

We require the nonprofit point of contact's involvement to respond within our agreed-upon deadlines. Whether this is providing passwords to the donor management software, submitting documents for the Key Grants Documents Folder, or reviewing grant proposal drafts and final grants in a timely manner, you must complete your assignments promptly to ensure grant submission is completed on time. We will work with you on assignment deadlines in our meetings or through email.



## Project Submittals

Our team will work with you to submit grants and reports in a timely and efficient manner. We will ask you to create a nonprofit email account so we can communicate with funding sources and, if necessary, submit foundation grants. We will also need access to your online portal if we submit grant proposals and reports via the funder's website.



## Project Completion

Once a grant proposal or report has been submitted, our team will send you all the documents and a link to the funder's website and grant posting (if still available). We will also give you the funder's contact information so you can follow-up with them. This will all go into a private Cloud drive owned that your organization has access to.



## Intellectual Confidentiality

We do not share your data and keep all your nonprofit's information confidential. We may ask if we can list your organization on our website or re-post your grant award announcement on social media.

# FAQ

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- **Can you write grants on commission?**

*No, writing grants on commission goes against the industry's best practices (Grant Professional Association's Code of Conduct) and is against IRS OMB Super-Circular policies. Plus, we are creating products for you that can have a long-term impact.*

- **Can you write grants pro bono?**

*No, our grant writing services are highly specialized services and take time.*

- **Can you guarantee funding?**

*We never guarantee funding because that is out of our control. This could be due to a change in priority of the funding source at the last minute, limited funds, or targeting specific organizations. Certain foundations may also not award grant applications (on average) the first three times that a nonprofit or small business submits a grant application. This is due to getting to know the organization and why so many start-up nonprofits and small businesses dissolve early on. Plus, an application is not just submitting a document; it is creating a relationship, and sometimes, those relationships take some time before they result in funding.*

- **What is the return on investment?**

*Due to the grant being a product, you will absolutely get a return on your investment—even if the grant is not initially awarded. If the grant is awarded, your nonprofit will have funding secured and an influx of funding. However, you will still receive a return on investment if the grant is not awarded. Creating grant proposals gives you a blueprint of a program implementation plan, a solid budget, and the projected impact on stakeholders; then, you can repurpose this material for any efforts in building the program.*

# TESTIMONIALS

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## **Jasmine Paul**

Founder & CEO of The Wealth Playground

"I'm incredibly thankful for Prepared to Impact. Dr. Hopkins is patient, thorough, and sets you up for success. We have been applying to grant funding and received little success. Through her grant writing services, education, and storytelling, she postured our company to win funding to help further our mission. We highly recommend Prepared to Impact!"



## **Ash Shepard**

Chief Program Officer at NTEN

"Dr. Hopkins was an absolute pleasure to work with. Very open and timely with communications making it always easy to know what to expect. The final product of the training course we worked on together was very high quality. It was clear at each step of the process that Dr. Hopkins is thoughtful, strategic, and strives to provide top-quality service."



## **Dr. Diandra Poe**

CEO of Act2End

"Dr. Hopkins was incredibly efficient in helping me learn about the grant process and also patient with me as I grew in knowledge. I really appreciate the compassion she showed me. She provided resources to assist and broke things down that were palatable for a newbie like myself."

# Thank You



# Let's work Together



[lauren@preparedtoimpact.com](mailto:lauren@preparedtoimpact.com)

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[www.preparedtoimpact.com](http://www.preparedtoimpact.com)

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PO Box 6251  
West Columbia, SC 29171

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803-679-4660

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