

Statement of Work

Exhibit "A" SAMPLE

In an effort to simplify the Arizona Together for Impact funding process for the nonprofit organization, this Statement of Work (SOW) can be utilized in conjunction with the nonprofit's agreement for consultant services and should be modified as required.

INITIATIVE NAME	Project Feasibility		
PROJECT TITLE	Nonprofit Partnership Initiative		
CONSULTANT NAME	Chloe Superstar	CONSULTANT ADDRESS	xxxx
CONSULTANT PHONE	xxx-xxx-xxxx	CONSULTANT EMAIL	xxx
CONSULTANT COMPANY NAME (IF APPLICABLE)	Superstar Consulting	AGREEMENT DATE	xx-xx-xxxx
PROJECT BEGIN DATE	xx-xx-xxxx	END DATE	xx-xx-xxxx

PROJECT PHASE	<input checked="" type="checkbox"/> INITIAL FEASIBILITY	<input type="checkbox"/> EXPLORATION	<input type="checkbox"/> IMPLEMENTATION
PROJECT OBJECTIVE			
<p>Nonprofit X and Nonprofit Y would like to explore the possibility of working more closely together. This outcome may range from a closer program based collaborations to a full merger or combination. It is important to understand the combined strengths and challenges of each organization, as well as, the full support of the respective Boards.</p>			

KEY PROJECT DELIVERABLES	DUE DATE	DELIVERABLE DESCRIPTION
Organizational Readiness	xx-xx-xxxx	A document that identifies each organization's willingness and ableness of such a transaction, as well as, a mitigation plan for any challenges.
Lifecycle Assessment	xx-xx-xxxx	A lifecycle assessment for each organization and a preliminary understanding as to how to optimize and integrate each organizational capacity.
Financial Analysis	xx-xx-xxxx	A financial analysis of the current and prior three years of financial performance. Unusual or non-recurring items should be identified.
Financial Pro-forma	xx-xx-xxxx	A three-year financial pro-forma for the combined organizations including key assumptions.
Synergy Document	xx-xx-xxxx	A summary of key qualitative and quantitative anticipated synergies to be achieved by the combined organizations.
Board Presentation	xx-xx-xxxx	A presentation and summary document of the above to be presented to the Board(s).

RATE SCHEDULE	<input checked="" type="checkbox"/> RATE PER HOUR/DAY	<input type="checkbox"/> FIXED COST
RATE PER HOUR/DAY	ESTIMATED TIME	ESTIMATED OR FIXED COST
\$xxx/hour	Estimated hours between xxx – xxx, beginning the week of xx-xx-xxxx and ending the week of xx-xx-xxxx.	Estimated Fees between \$xx,xxx and \$xx,xxx
Expenses	Out-of-pocket expenses will be pre-approved by all parties in advance of the expenditure.	TBD