



Working with Development Consulting Network

Making Fundraising Easy!

COMPANY POLICY

Development Consulting Network maintains a policy of completing proposals a week in advance of the deadline. We assist clients to complete their projects as far ahead as possible. This policy entails many benefits:

1. It allots scheduled time for changes and approval;
2. It reduces strain on support staff who bundle proposals;
3. It reduces the risk of unforeseen delays in delivery and uploading; and
4. Most importantly, it maximizes the quality of the proposal.

Additionally, while DCN staff focuses on winning proposal narrative, applicant organizations are expected to complete forms, letters, signed documents, and submissions of proposals unless ancillary services are requested.

PROGRAM GOALS: Prior to the development of a proposal, clients will receive a list of program goals. This list must be approved prior to the development of the proposal. If program goals change AFTER the proposal has already been started, the grant usually has to be re-written to match these changes. This can result in unnecessary project delay and additional costs. *See DCN Policies on Collaborative Proposals.*

GUIDELINES: Each applicant agency is required to designate one internal staff person to read the grant guidelines. Additionally, that person will review all editing requests to certify adherence to regulations in advance of DCN's changes to proposals. This coordinates cross and inter-agency communication to prevent grant compliance error.

INVOICING: All invoices are issued in advance. Clients may pay the invoice by **50%**, or in full upon project start. All remaining payments are due upon receipt of final project. Due to auditor delays, government agencies are also expected to execute invoices upon receipt. DCN accepts Paypal, Chase Quickpay, and credit cards.

- **RUSH ORDER FEE:** Proposals that require work within six (6) days of the deadline require a "Rush Order" fee as follows: large project fees are \$500 and small project fees are \$250.
- **TRAVEL COSTS:** DCN bills all travel at \$.55 cents per mile and out of state travel via expenses and a per diem.

REMOTE SERVICES: Development Consulting Network is a remote service company. This means that staff provides excellent services, which are delivered via telecommunications. This saves clients time and money! We are always available for conference calls at your convenience.

We at Development Consulting Network value your business and it is extremely important to us that you receive superior work in a timely manner. We are here to make your job easier! Therefore, we guarantee the quality of our work; and, we welcome feedback on how to better serve you. We look forward to hearing from you!



DEVELOPMENT CONSULTING NETWORK

Phone: (415) 672-6210
E-mail: info@DCN.bz

CONSULTANTS

- Sonya Christian, Principal
- Christy Waltz, Administration
- Ron Nolan, PhD, Research