



**OEF SOCIAL
ENTERPRISE
ACCELERATOR**

TECHNICAL ASSISTANCE MENU

\$50 per hour internal staff cost

BUSINESS PLANNING	
REVIEW DOCUMENTATION (PARTNERSHIP AGREEMENTS/MEM & ARTS/PAST BUSINESS PLANS, BUDGETS ETC) (4 hours)	AS REQUIRED From \$200
WRITING A CONCEPT NOTE (12 hours)	\$600
WRITING A PROJECT PLAN (16 hours)	\$900
WRITING A STRATEGIC PLAN (24-48 hours)	\$1,200-\$2,400
WRITING A BUSINESS PLAN (12-24 hours)	\$600- \$1,200
CREATE BUDGET (8 hours)	\$400
CREATE 30 60 90 DAY PLAN/WORK PLANS (12 hours)	\$600
GRANT WRITING	
WRITING CONCEPT NOTE (12 hours)	\$600
WRITING AND SUBMITTING A GRANT PROPOSAL (24-48 hours)	\$1,200-\$2,400
GOVERNANCE	
CREATING PARTNERSHIP DOCUMENT/MOU (8 hours)	\$400
CREATING FISCAL SPONSORSHIP AGREEMENT (5 hours)	\$250
CREATING NPO AS UNINCORPORATED ASSOCIATION (24-48 hours)	\$1,200-\$2,400
NPO REGISTRATION UNDER NPO ACT, 2019 (12-24 hours)	\$600- \$1,200
MAINTAINING REGISTERED OFFICE FOR UNINCORPORATED ASSOCIATION (12 hours)	\$600
GOVERNANCE AUDIT(12-24 hours)	\$600- \$1,200
REMEDIAL PLAN FOR ADDRESSING DEFICIENCIES IN GOVERNANCE AUDIT	Depends on deficiencies
CREATE TERMS OF REFERENCE FOR COMMITTEES (24-48 hours)	\$1,200-\$2,400
CONDUCT BOARD STRENGTH ASSESSMENT(5 hours)	\$250



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CREATE MEMORANDUM AND ARTICLES (12-24 hours)	\$600- \$1,200
CREATE CONSTITUTION (5 hours)	\$250
CREATE BYLAWS (12-24 hours)	\$600- \$1,200
CREATE BOARD CONDUCT POLICY (3 hours)	\$150
CREATE CONFLICT OF INTEREST POLICY (3 hours)	\$150
CREATE CONFIDENTIALITY POLICY (3 hours)	\$150
CONDUCT BOARD ORIENTATION AND TRAINING	Depends on what is needed
MARKETING	
WRITE A MARKETING PLAN (8-16 hours)	\$400- \$800
WRITE A WEB BRIEF (4 hours)	\$200
CREATE A WEBSITE ON WIX, WORDPRESS OR GO DADDY	\$2,500-\$5,000
ARRANGE AN EVENT/PRESS CONFERENCE	Depends on what is needed