



Response to Request for Qualifications for  
Grant Writing Consultant

Presented to

**Executive Leadership  
Review Committee**

Presented by

**Crystal Hannah, MPPA, PMP  
Principal Consultant**

# Crystal Hannah

## Funding Development Consultant

<b>Contact</b> <b>Atlanta, Georgia</b> <b>678.984.8733</b> <b>crystaljwhannah@gmail.com</b>	<b>Objective</b> Detail-oriented, personable and results-driven policy and public administration specialist with over ten years of experience in managing programs with federal, state, and local funding streams. Subject-matter expertise in researching grant opportunities, developing and submitting complex applications. Well-versed in RFX proposal writing and graphic design. Passion for ensuring compliance with funding requirements and regulations post-award.
<b>Education &amp; Credentials</b> <b>PMP ® Certification</b> <b>Northwestern University</b> <b>MA Public Policy &amp; Administration</b> <b>Georgia State University</b> <b>BA with Honors</b> <b>I/O Psychology</b>	<b>Related Experience</b> 2021- Present Grant Writer & Organizational Development Analyst • Atlanta, GA
	2017- 2021 Grants & Contracts Proposal Manager • Suwanee, GA
	2014-2017 State Program Implementation Specialist II • Annapolis, MD
	2012-2014 Business Development Manager • Baltimore, MD
<b>Key Skills</b>  <b>Grant Research and Opportunity Identification</b> <b>Grant Application Development and Submission</b> <b>Audit Coordination and Assistance</b> <b>Governance &amp; SOP Document</b> <b>Knowledge of Policies</b> <b>Technical Project Management</b> <b>Adobe InDesign</b> <b>MS Excel &amp; Data Visualization</b> <b>Workforce and Labor Analysis</b> <b>Training &amp; Learning Design</b> <b>Coaching &amp; Leadership</b> <b>Equity &amp; Inclusive Practices</b> <b>HR, People &amp; Wellbeing</b>	<b>Research &amp; Lead Generation</b> Conducts comprehensive research to identify potential grant opportunities and leads in the development and submission of grant proposals and applications. Maintains calendar of grants and prospects and all associated files and correspondence. <b>Proposal Management</b> Develops and maintains a library of reference documentation, design templates, and boilerplate verbiage. Guides the interpretation of grant funding agency requirements. Manages competing priorities for timely submissions. <b>Technical Assistance</b> Implements necessary procedures, identifies talent and technologies to improve operational efficiency. Serves as a liaison to grant funding sources, city officials, and state agencies. Coordinates audit efforts for grant programs to ensure compliance. <b>Collaboration</b> Collects and shares all project requirements across stakeholders including cross-functional communications from Go-No Go to Green Review meeting.



## Grant Writing Service

### The 5-Step/5-week Proposal Management Process

1. We Initiate the Proposal Response
    - ☐ Conduct Overview of Scope of Service & Samples of Experience
    - ☐ Offer Bid Submission, Contract Agreement Signed
    - ☐ Structure Work Breakdown of Request for Proposal/Statement of Need
    - ☐ Host Kick-off Meeting, WBS Checklist, Review All Required Forms
    - ☐ Send Opening Invoice
  2. We Plan for Success
    - ☐ Organizational Analysis, Overview of Services, Industry Research
    - ☐ Collection of Impact #s, Awards, Visuals, Resumes, Performance Ratings
    - ☐ Ecosystem Map of Current Market: Partners, Competitors, & Services
  3. We Implement the Proposal Design
    - ☐ Design Template in Indesign: Insert Headers, Footers, & Covers
    - ☐ Annotate of SoN/RFP/FRQ
    - ☐ Attend Request for Inquiry (RFI) Conference or Webinar
    - ☐ Summarize Accumulated Research, Fill Content Gaps, Edit Draft Content
    - ☐ Send Second Invoice
  4. We Monitor Changes & Control for Risks
    - ☐ Design Template on Indesign: Insert Titles of Responses & Content Layout
    - ☐ Produce Transcript of Meeting Notes, Edit Drafted Content
    - ☐ Design Template on Indesign: Insert Copy, Photos, & Final Forms
    - ☐ Edit, Proofread, Monitor Continuity
    - ☐ Conduct Green Review, Review Risk Assessment
    - ☐ Send Closing Invoice
  5. We Close for the Win
    - ☐ Complete Final Updates, Export Product to PDF, Transfer to Team
    - ☐ Send Notice of Contract Close out
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The services outlined above represent our standard package, however, Millennial Made consultants may choose to structure their services differently. Some consultants may also offer hourly rates instead of packaged bundles based on the client's needs. It's essential for clients and our grant researchers to clearly outline the scope of their services and communicate the value they bring to their clients when determining the agreed upon work breakdown structure.

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## Grant Writing & Funding Development Service

### Pricing Tiers:

- ~~Basic Package:~~ *Phased Out as of October 2024*
    - ~~Basic Research on 1-2 client-identified grant opportunities~~
    - ~~Basic relationship map of the client's ecosystem~~
    - ~~1-hour webinar overview of available opportunities~~
    - ~~Price: \$600 - \$1,200 per month (Rate increases per submission). Min. 2 months.~~
  - Standard Package:
    - Comprehensive grant database search
    - Analysis of eligibility criteria for up to 3-4 opportunities.
    - Comprehensive Research/Writing for up to 3-4 grant opportunities.
    - Customized grant application templates, RFP/RFQ Work Breakdown.
    - Price: \$1,250 - \$2,500 per month. (Rate increases per submission).
  - Premium Package:
    - In-depth grant database search.
    - Detailed analysis of eligibility and requirements.
    - Research on 5-7 grant opportunities.
    - Customized grant application templates with strategic advice.
    - Assistance with proposal development.
    - Price: \$2,750 - \$5,000 per month. (Rate increases per submission).
  - Expert Consultation:
    - Includes all services in the Premium Package.
    - One-on-one consultation sessions.
    - Proposal review and feedback.
    - Additional support for grant submission.
    - Price: \$5,500 - \$10,000+ per month. (Rate increases per submission).
  - Retainer Services:
    - Ongoing grant research and identification
    - Continuous monitoring of new opportunities
    - Regular consultation and support bi-weekly
    - Customized services based on client needs
    - Price: Monthly retainer starting from \$1,000 - \$3,000
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The pricing tiers shown above are our standard examples, and Millennial Made consultants may choose to structure their services differently. Some consultants may also offer hourly rates instead of package pricing. It's essential for clients and our grant researchers to clearly outline the scope of their services and communicate the value they bring to their clients when determining their pricing structure. Millennial Made stays informed on market rates and may adjust pricing based on the consultant's expertise and the complexity of the project deliverables.