



Funding Opportunity Report Order Form

Cost: \$3,000 per project

Includes one funder prospecting report and two follow-up consultative sessions.

Research request process:

- ◆ Fill out this form as thoroughly as possible. The more complete and comprehensive information you can provide, the more targeted the research will be.
- ◆ Submit the completed order form to the Grants Office Helpdesk (see instructions below).
- ◆ Within 10 days of your request Grants Office will send you a research report cataloging the funding opportunities available.
- ◆ Review the research and share it with your colleagues. Contact the Grants Development Consultant that provided you with the report when you are ready to schedule a follow-up call.
- ◆ A Grants Development Consultant will coordinate up to two conference calls with you and your colleagues to discuss your project in greater depth, the funding opportunities available, and the next steps for your grant seeking plan.

Helpdesk requests can be submitted via:

- ◆ **Email** - You may submit your research request via email to helpdesk@grantsoffice.com.
- ◆ Please feel free contact the Helpdesk with questions at any time by phone at (585) 473-1430, Option 2.

Billing Contact Information	
Name	
Address	
E-mail	
Grantseeker Information	
Organization	
Contact name & title	
Contact email	
Address	
City, state, & zip code	
County	
Phone	
Fax	
Web address	
Estimated project cost	
Does the project have the approval of the lead executive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently seeking or approved for funding for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you identified a grant writer?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Project Overview

**What problems or opportunities are you seeking funding to address with your proposed project?
Please list in order and briefly describe their top three priorities.**

**How do you intend to use the grant funding to achieve this goal(s)?
(i.e. brief project description, actions to be taken, products to be secured)**