

Letter of Inquiry for TREC's Custom Consulting, Training and Coaching Services

Thank you for your interest in TREC's custom consulting services.

TREC's Custom Consulting, Training and Coaching Services Program Goal is to provide a one-time, stand alone critical coaching, consulting or training service to Wilburforce grantees in order to sustain or improve their effectiveness in a number of key areas.

This may include one-time assistance in areas such as:

- Board development.
- Fiscal management.
- Fundraising and resource development.
- Leadership development.
- Personnel management.
- Networking and coalition building.
- Organizational culture assessment and change.
- Campaign assessment and assistance.
- Messaging, branding, marketing and outreach.
- Strategic planning and evaluation.
- Program evaluation/survey development

In order to qualify for this assistance, you must meet the following criteria:

1. You are a current or recent (within the last two years) program grantees of Wilburforce Foundation, or who have invited proposals pending by the Foundation on an upcoming docket.
2. The request must address a critical need that TREC can effectively assist in,
3. TREC must have the available staff and resources to successfully complete the service.

TREC will evaluate your request based on the above criteria and the following additional information to be provided in a Letter of Inquiry.

1. A brief description (one paragraph) of your organization's purpose.
2. What is your annual budget?
3. How big is your organization? Number of staff (full-time and part-time)? How many volunteers, members and contributors? How many office locations?
4. What are the highest priority needs and issues you want to address through this service?
5. Describe in detail the type of service you want from TREC, the preferred and alternate dates or timeframe, the amount of time you think it will take, the location where you want the service to be provided, and the estimated number of people in attendance.
6. Describe how you or a member of your staff will work with TREC to ensure the success of the consulting project.
7. What alternatives do you have if TREC cannot provide this service?
8. What improvements in your organization's functioning do you expect to achieve as a result of the consulting project? Why is this an important need to your organization? How will you know whether these improvements have been obtained? (Please be specific.)

Please return your LOI and any other information requested to Jeff DeBonis, Senior Associate, at Jeff@trec.org or call 541-387-2651. Letters of Inquiry can be submitted anytime.