

SERVICE AGREEMENT

Our Commitment to You

The Synergy Pro Consulting coaching program is designed to teach clients effective ways of applying for funds for things such as business start-up and expansion; real estate restoration and preservation; non-profit organizations; first-time homebuyers; education; food, nutrition, housing, health care and/or energy saving projects; social, environmental, and/or community development and improvement projects; disaster preservation and relief, and for the arts, music, and writing through but not limited to, government grants, foundation grants, sponsorships by non-profit organizations and/or corporations, loans, private monies, angel investors and/or venture capital.

Because we believe in providing THE HIGHEST STANDARD OF COACHING, FOR EVERY CLIENT, EVERY TIME:

- You will be assigned a coach, an independent contractor, who will help you focus your research on searching out the best funding opportunities for the type of funds you are seeking.
- Your coach will teach you the grant funding application process and how to prepare a formal funding proposal.
- If you are looking for business-related funding, you will be taught how to develop a business plan, unless you have contracted to have one of our coaches do it for you.
- Your coach will maintain the highest level of client confidentiality, subject only to disclosures required by law.
- Synergy Pro Consulting is not a funding agency and cannot guarantee funding of any kind. We also cannot predict or guarantee any specific dollar amounts or time frames for receiving funding.
- The training you receive will help you apply for funds in the future on your own without the assistance of a coach.

We will work with you in two phases. Phase One is Proactive. During this phase, you will have a specific number of thirty-minute sessions with your coach once a week over the phone. This phase will end with your last formal coaching session. Phase Two is Reactive. During this phase, you will be contacting your coach on an as-needed basis.

We GUARANTEE to teach you the entire grant application process from researching grants to walking you through every grant proposal and application you submit, and to continue to work with you for as long as you need our help as long as you keep the following commitments:



- Complete the Coaching Profile before your first coaching session.
- Work at least 5 to 10 hours per week on assignments given to you by your coach and be willing to document your time and work.
- Keep all scheduled appointments with your coach. If you need to reschedule a session, please give your coach at least 24 hours notice. If you are unable to reschedule before that period of time, then that coaching session will be forfeited unless it is an emergency.
- Be flexible and willing to work with any and all of the options listed above, which are open to you for funding.