

# NON-PROFIT SCOPE OF SERVICES TEMPLATE

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<b>ORGANIZATION</b>	
<b>PROJECT MANAGER</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>MAILING ADDRESS</b>	
<b>PARTNER(S)</b>	
<b>DATE</b>	

## 1. PURPOSE

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## 2. SCOPE OVERVIEW

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## 3. SCOPE OF NON-PROFIT SERVICES

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## 4. NON-PROFIT RESPONSIBILITIES

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## 5. IMPACT AND OUTCOMES

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## 6. COLLABORATION AND PARTNERSHIPS

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## 7. RESOURCE ALLOCATION

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## 8. FUNDING AND GRANTS

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## 9. VOLUNTEER AND STAFFING

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## 10. REPORTING AND EVALUATION

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## 11. STAKEHOLDER COMMUNICATION

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## 12. LEGAL AND COMPLIANCE

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## 13. DIVERSITY, EQUITY, AND INCLUSION (DEI)

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## 14. RISK MANAGEMENT

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## 15. SUSTAINABILITY AND CONTINUITY

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16. TERMS AND CONDITIONS

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APPENDICES

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SIGNATURES

<b>PROJECT MANAGER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	
<b>PARTNER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

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