

## Services for not-for-profit sector

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The Write Solution offers business writing and consulting services to help you put your best foot forward – in writing.

Our strength is the writing that most people hate! We work with organisations of all sizes to achieve business success by helping find the right words for the right documents. From business plans and submissions to web content and policy manuals, we can help whatever your business writing need. We also work with government selection panels and tender review panels to develop selection and evaluation reports.

### **The Write Solution services – not-for-profit sector**

The Write Solution works with not-for-profit organisations to apply for grants, enter awards and report on organisational performance.

We're happy to discuss your business writing needs with you at an initial appointment, free of charge and with no obligation.

#### **Grant and funding submissions**

We have extensive experience developing grant and funding submissions. We're experts at structuring information to address criteria so that your submission tells the funders what they need to know. We can also help you with an approach that means your projects are ready to rollout when the right funding becomes available.

#### **Award entries**

Receiving recognition for your work through an award is a boost for your morale, good for your staff and great for business. It also allows you to reflect on what you've done and see just how much you've achieved. We can help you enter awards and put your best foot forward to meet the judging panel's requirements.

#### **Reports, including annual reports**

Reports, including annual reports, are increasingly used as business development and even promotional tools to ensure they give value to the organisation year round. We have writing expertise as well as the ability to capture the focus, feel and atmosphere of your organisation through structured, inviting and readable reports.

#### **Promotional material**

We work with not-for-profit organisations to develop material to promote your organisation. This includes:

- website content
- brochures
- promotional publications.

## Corporate and planning documentation

We can help you have the right documents in place to manage your organisation and to support you when funding opportunities become available. Services in this area include:

- business plans
- strategic plans
- project plans
- policy and procedure manuals
- marketing plans
- communication plans
- training manuals

## Testimonials

*I love this! It is fantastic - the simplicity and the humanity. (Lifeline National Manager in response to the Lifeline Hobart Annual Report)*

*Just to let you know that the Board endorsed the paper that The Write Solution developed for us and were very impressed with the quality of the work. (Rebecca Smith, CEO, Tasmanian Early Years Foundation)*



Jane Melross is a communications consultant and writer with more than 20 years' experience in government and private industry. Jane established The Write Solution in 2007.

Jane was in charge of the high profile, award-winning Workplace Safe campaign with the Tasmanian government for eleven years. She managed the WorkCover Safety Awards from their inception in 1996 and was a founding member of the national committee that initiated the Safe Work Australia Awards. Prior to this Jane worked in television production and the casino industry in Tasmania and South Australia.

Jane has tertiary degrees in teaching and information studies and a graduate certificate of management. She is a member of the Australian Institute of Human Resources (AHRI) and the Society of Editors (Tasmania). Jane was State Manager of the Australian Marketing Institute in 2007.

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