**Appendix K**

**Work Sample #1**

**Sustainability Work Sample Cover Page**

Proposers are to submit work samples from completed projects that demonstrate approach and expertise.

**Work Sample #1:** Please provide a work sample detailing the policy development, coordination, and implementation that the proposer has developed for a previous project or client and describe the final product as well as the process utilized to achieve lasting, sustainable policy change. ECPAF defines sustainability as building and strengthening the intersections of family serving systems; developing the early childhood advocacy field; ensuring children prenatal to 5-year are broadly acknowledged as a special population; and supporting movements that benefit children and families.

Use this cover page to provide a brief description; submit one cover page per work sample; maximum of six (6) pages per work sample not including the cover page. Excerpts are permissible.

|  |  |
| --- | --- |
| **Title of work sample:** |  |
| Brief description of the work sample, including project background, what the sample is (slides, memo, etc.), work sample original purpose and audience, why this sample was selected and how the approach taken for said work sample may inform this project. |  |
| Identify project team member(s), if any, involved in the creation of the work sample by:  1) Full Name;  2) Role in the creation of the work sample. |  |

**Work Sample #2**

**Fund Guidelines Work Sample Cover Page**

Proposers are to submit a work sample from completed projects that demonstrate approach and expertise.

**Work Sample #2:** Please provide a work sample of either of the following:

* A work sample detailing the development, coordination, and implementation for fund guidelines that proposer has developed for a previous project or client and describe the final product as well as the process utilized to develop those guidelines.
* A work sample detailing a framework for developing, coordinating and implementing draft fund guidelines, and describe the potential final product as well as a proposed process for developing those guidelines.

Use this cover page to provide a brief description; submit one cover page per work sample; maximum of six (6) pages per work sample not including the cover page. Excerpts are permissible.

|  |  |
| --- | --- |
| **Title of work sample:** |  |
| Brief description of the work sample, including project background, what the sample is (slides, memo, etc.), work sample original purpose and audience, why this sample was selected and how the approach taken for said work sample may inform this project. |  |
| Identify project team member(s), if any, involved in the creation of the work sample by:  1) Full Name;  2) Role in the creation of the work sample. |  |