

**Southwestern Commission
Request for Proposals
For Grant Writing Services**



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INTRODUCTION

The Southwestern Commission (“Commission”) invites qualified candidates to submit proposals for contractual grant writing services. The Commission is seeking to contract with an individual or firm that specializes in the writing and management of the overall grant process and can assist the Commission to maximize the benefits of grant funding and augment the work already being done by full-time employees.

BACKGROUND

It is the intention of the Commission to apply for grants which address needs associated with service delivery and necessary capital infrastructure improvements for local governments and partners within our service area. In addition, it is the intent of the Commission to apply for grants which are not only consistent with identified needs but also those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the Commission’s grant program is to secure funding for services and projects within the seven western counties of North Carolina that fulfill identified needs.

PROPOSAL CONDITIONS AND INFORMATION

Proposals must be received by the Commission by 5:00 PM on October 31, 2022. Late proposals will not be considered.

Proposer shall submit one electronic version of the proposal including any supporting documentation addressed as follows:

Russ Harris, Executive Director
Email: russ@regiona.org

The subject line must clearly state: Proposal Attached – RFP for Grant Writing Services

Questions regarding this proposal can be submitted by email to Russ Harris.

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide the Commission if it is awarded the contract and should be addressed in each proposal.

- Write and administer grant projects within these possible categories (Experience in all categories is not required; however, please address proficiency in relevant categories in each proposal.):
 - Workforce Development
 - Aging
 - Community/Economic Development
 - Infrastructure Development and Maintenance
 - Parks and Recreation
 - Transportation/Highway /Sustainability/Transit
 - GIS Geographic Information System
 - Community and Municipal Planning

- On-call Grant Research – In addition to the areas defined above other areas may be also identified through the Funding needs analysis process and throughout the duration of the contract.
- Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the Commission including production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the Commission.
- Monthly Reports – the successful consultant shall submit monthly reports to the Commission summarizing the amount of time expended and describe activities undertaken during the previous month.

PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants for nonprofits and/or counties, infrastructure improvement, parks, recreation, technology, community development, capital assets, workforce development, and governmental services.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested, and amount funded.
- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications).
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number, and email address.
- Describe in detail the fee structure you propose for providing grant writing services.

SELECTION

The Commission will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, and ability to meet the needs of the Commission.

The Commission reserves the right to reject any or all the proposals and to waive informalities in the proposals or the proposal process. The Commission may interview selected candidate. The Commission further reserves the right to award the contract to other than the lowest candidate if such action is deemed to be in the best interest of the Commission.