



Request for Proposals For Grant Writing Services

INTRODUCTION

The City of Thorne Bay (City) invites qualified candidates to submit proposals for contractual grantwriting services. The City is seeking to retain qualified grant writer who can assist the City in obtaining grant funds and maximize the City's chances in securing opportunities.

BACKGROUND

It is the intention of the City to apply for grants which address the needs of our community. In addition, it is the intent of the City to apply for grants which not only are consistent with identified City needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities.

PROPOSAL CONDITIONS AND INFORMATION

Proposals must be received by the City by 4:00 p.m. on September 15th, 2021. Late proposals will not be considered. The City highly encourages early submission of proposals.

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

Teri Feibel, City Clerk/Treasurer Email: cityclerk@thornebay-ak.gov

The subject line must clearly state:

Proposal Attached – RFP for Grant Writing Services

SCOPE OF WORK

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

- **Funding needs analysis** – Work with the Mayor and City Administrator to assess the validity of current funding priority areas and identify new priority areas for funding.
- **Grant funding research** – Conduct research to identify grant resources including, but not limited to federal, state, agencies and organizations that support the City's funding needs and priorities in the following general areas:
 - Community/Economic Development
 - Infrastructure Development and Maintenance
 - Communications
 - Parks and Recreation
 - Transportation/Highway /Sustainability/Transit
 - Community and Municipal Planning
 - Human Services Relief as a Result of COVID
 - Public Safety (Emergency Medical & Fire)



- **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 City, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the City of Thorne Bay.
- **Monthly reports** – the successful consultant shall submit monthly reports to the City Administrator and City Council 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:

- Define the method/approach to be used to identify the needs of the City which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
- Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- Generally, detail the involvement and role of City staff and City resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
- List your experience in the identification and preparation of grants for municipalities, nonprofits, tribes, and small businesses. Specifically, detail your experience with federal and state grants for public safety agencies, infrastructure improvement, parks, recreation, technology community development and capital assets, etc.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested, and amount funded.
- 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.



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SELECTION

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

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

INSURANCE REQUIREMENTS

All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:

- General Liability
- Professional Liability and Errors and Omissions