



Request for Proposals: Grant Writing Services for Jackson County Community Long Term Recovery Group

Issue Date: September 18th, 2024

Response Due Date: October 18th, 2024

INTRODUCTION

The Jackson County Community Long Term Recovery Group (JCC LTRG) is seeking a qualified and experienced grant writer to support its mission. We invite proposals from individuals and organizations with a proven track record in grant writing, particularly in disaster recovery and resilience, with specific experience in securing funding from state and federal grants, as well as private foundations, .

The qualified RFP respondent(s) may be asked to enter into a contract with JCC LTRG to provide one or more of the above services (on an ongoing as-needed basis), with specific emphasis on the development of grant proposals on an as-needed basis by JCC LTRG.

SCOPE OF WORK

JCC LTRG seeks a grant writer who can identify, apply for, and secure funding from diverse sources to continue our work as a disaster recovery and resilience network. The selected grant writer will play a crucial role in supporting our strategic goals and ensuring we continue to meet the needs of fire-affected community members and partner agencies.

The grant writer will be responsible for the following tasks:

- **Research and Identification:** Research and identify potential funding opportunities from federal, state, and private sources. Work with JCC LTRG to identify future foundation and government grant/contract opportunities.
- **Proposal Development:** Develop and write grant proposals, including narratives, budgets, and supporting documentation. Outline and determine proposal content based on requirements, leveraging past proposals and JCC LTRG reports. Draft proposals and coordinate input from JCC LTRG staff and partner organizations, including letters of support. Compare draft proposals to scoring rubrics to ensure all required elements are addressed.
- **Related support:** Perform final editing for length, readability, and cohesiveness. Provide responses to any questions related to proposals.
- **Compliance and follow-up:** Submit grant applications in accordance with deadlines and funding requirements. Work with our fiscal sponsor to track and report on the status of submitted proposals and secured funding. Complete reports for completed grants as requested.
- **Expected Hours Per Month:**

- The JCC LTRG expects the contract to include a minimum of 15 hours of work per month. The grant writer should provide a monthly report detailing hours worked and tasks completed.
- **Milestones for the grant writing contract are as follows:**
 - Month 1: Identification of at least 5 potential funding opportunities.
 - Month 2: Submission of 2 grant proposals and tracking of proposal status.
 - Quarterly: Submission of a progress report detailing proposal outcomes and follow-up actions.
- **Deliverables include:**
 - Initial: Detailed work plan outlining the approach and schedule for the first month.
 - Monthly: Updates on ongoing grant applications and research detailing hours worked and tasks completed.
 - Final: Comprehensive report summarizing all proposals submitted and funding secured by the end of the contract period.

BUDGET & ENGAGEMENT TERMS

JCC LTRG seeks to engage one or more qualified respondents under an ongoing consulting contract to provide as-needed services in line with the previously outlined scope of work. Interested candidates should submit the following:

- Ongoing availability for the specified tasks (hours per month)
- Proposed contracted rate per hour
- Other budgetary considerations or terms for engagement
- Advance notice is required before commencing work
- A resume or CV
- Samples of successful grant proposals (with sensitive information redacted)

Timeline

September 18th, 2024: RFP released

October 18th, 2024: While we will keep this RFP open due to our ongoing need for qualified respondents, we would appreciate first responses by October 18th, 2024.

October 28th, 2024: Qualified respondents notified following JCC LTRG review of submitted materials. Following the initial notification of qualified respondents, JCC LTRG may elect to conduct interviews or may proceed directly into contracting discussions.

Qualifications

The ideal candidate will have:

- 3+ years of relevant work experience in grant and contract proposal writing (preferred).

- A track record of success in winning or assisting others in securing competitive grant proposals.
- Exceptional verbal and written communication skills, along with strong research abilities.
- Knowledge and familiarity with disaster recovery and resilience, as well as the mission of JCC LTRG and our work.
- Knowledge of federal and state funding sources, as well as private foundations.
- Familiarity with the needs and challenges of communities affected by disasters.
- Experience in grant management and compliance (a plus).
- Rigorous attention to detail and ability to synthesize large amounts of information succinctly
- Excellent interpersonal skills, ability to work well with others, and commitment to giving and receiving honest individual and team feedback
- Bachelor's Degree required; relevant advanced degree preferred

ABOUT THE JACKSON COUNTY COMMUNITY LONG-TERM RECOVERY GROUP

We build on the lessons of recovery to weave an equitable, inclusive, and responsive disaster services network through collaboration, convening, and advocacy. We work closely with a network of over 200 community partners to coordinate community-based solutions for this disaster and the next.

Our Vision: A resilient, connected, and thriving community to call home.

Our Mission: Building on the lessons of recovery to weave an equitable, inclusive, and responsive disaster services network through collaboration, convening, and advocacy.

Interested candidates should submit the materials requested under 'BUDGET & ENGAGEMENT TERMS' to Caryn Wheeler-Clay, Executive Director at Caryn@jccltrg.org.