



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

Request for Proposals - Grant Writing Services

The Town of Southern Shores seeks a qualified person or firm to serve as a Grant Manager. The Grant Manager will seek out and apply for grant funding that fits within the identified needs and goals of the Town. Tasks consist of grant writing and management and coordinating program initiatives in compliance with state and federal government requirements. Training and helping staff determine eligible projects and accounting for and reporting the use of grant funds is also required. Requires a diverse experience with grant writing and management, as well as financial organizational skills.

The Grant Manager shall act as an independent contractor and shall be responsible for payment of all Federal, State, and local taxes arising out of the Grant Manager's activities in accordance with this contract.

Individuals or firms meeting the requirements of this Request for Proposals (RFP) are invited to submit their qualifications.

Submission Requirements:

1. Name, education, and experience of the applicant.
2. Demonstrated areas of practice which illustrate candidate's ability to provide services in the areas identified in this RFP.
3. Describe experience involving the successful research and receipt of grant funds. The location and normal operation hours of the applicant's office(s).
4. If the applicant is a firm, please include a description of the firm's experience and expertise as identified in the RFP. Please include the name and biographical information including resumes of any partner or associate that may be presented to the Town of Southern Shores to represent the firm.
5. Applicants should provide thorough submissions, addressing all aspects of the RFP. Incomplete proposals will not be considered.
6. Applicants must provide a writing sample as part of their proposal.
7. Applicants should provide a minimum of three (3) references for whom grant writing services have been provided within the last five years.
8. Applicants should describe payment terms and arrangements.

It is the intent of the Town to award a contract to a highly qualified firm or independent grant writer with experience in successfully securing grant funding and other grant related services. Proposals must be received by 5 pm Est on Wednesday April 19th, 2023, in the Town Manager's office or via email to cogburn@southernshores-nc.gov.

The successful applicant shall have the capability, experience, and qualifications to provide the following services:

1. Proposal Research
 - a. Research grant opportunities and funding mechanisms.
 - b. Submit a written list of prospective sources.
 - c. Advise on appropriateness of each funding opportunity.
 - d. Advise on which funding sources to approach and how.
 - e. Prioritize projects for funding assistance based on identified needs, project readiness, and availability of appropriate funding sources.
2. Preparation of letters of intent or pre-applications.
3. Propose development services, which could include any or all the following components:
 - a. Through an understanding of the Town's mission, strategic priorities, programs, and stakeholders, effectively communicate the project's need, its goals, objectives, and strategies, including performance outcomes, the budget and narrative, and evaluation plan in a proposal. This may require gathering information and collecting data, through interviews and research to understand and clearly depict the entity, its organizational capacity, and the proposed project or program for which funding is sought.
 - b. Review grant solicitation requirements and all pertinent materials provided by the funding entity (e.g., notice of funding availability, frequently asked questions, and webinars). Notify the Town of any application workshops sponsored by the funding entity and participate in these workshops or webinars, if requested by the Town, to better understand the solicitation and proposal and post-award requirements.
 - c. Interpret funding guidelines and advise the Town on compliance, reporting, or other requirements that would apply if the proposal were funded. This requires general knowledge of key practices and legal issues in grants administration to assess if the Town is capable of meeting grant reporting requirements.
 - d. Manage and track the completion of all information and data gathering, writing, revisions, editing, and pre- submission tasks according to the proposal development plan to ensure timely submission.
 - e. Conduct needs statement research and literature reviews.
4. Write customized grant proposal and fully manage submission.