

**TOWN OF WESTFORD
REQUEST FOR PROPOSAL GRANT WRITING SERVICES**

Overview: The Town of Westford is seeking to retain a Consultant to assist the Town in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications.

Responses Due: Proposals will be accepted on a rolling basis and those submitted by October 30, 2020 will be given priority. Please reach out with questions.

Submit proposals via email to: the Town Selectboard at selectboard@westfordvt.us with subject line "Grant Writing Proposal"

Send any questions to: Koi Boynton at koihope@gmail.com.

Timing: Hours on contracted work will fluctuate as necessary and is based on an annual budget of \$5,000 established by the town.

ABOUT US

The Town of Westford is a small municipality in Chittenden County with just over 2,000 residents and approximately 750 households. As a community, we strive to maintain our rural character while providing a vibrant village center and maintaining our strong municipal services. Identified goals for our community include the development of community waste water that will allow for increased mixed-use properties in the village center that support small businesses and affordable housing. In addition, we have many strong community assets such as our library services, recreation trails and community events that can only grow with additional funding. Overall, we hope to improve community infrastructure while continuing to build community connectivity across our small town.

SCOPE OF WORK

The contracted work will include providing general grant writing services associated with the completion and submission of grant applications. These responsibilities include:

Preparation: Once a grant opportunity is identified, it will be the responsibility of the selected consultant to provide an estimated number of hours required for grant application preparation as well as preparing a timeline and chart of tasks for each grant.

Grant Writing: The selected consultant will be responsible for writing all sections of grant applications. The Town of Westford staff, select board and planning commission and other community partners will collect and provide all the necessary information for inclusion in each grant application. Provided materials include, but are not limited to, an up-to-date general proposal, existing grant language, and examples of previous successful grant applications.

Grant Preparation: Compile all required attachments for grant applications and prepare the grant to be ready for submission (i.e. proofreading, copyediting) in a timely manner.

Grant Reporting: Work with the town to identify grant reporting requirements to complete and submit reports with all required attachments on behalf of the Town in a timely manner. The Town will collect and provide all the necessary information for grant reporting, including but not limited to, an up-to-date general report, general grant language, and financial attachments.

In addition, we expect the selected consultant to:

Maintain consistent and clear communication with the Town about all grant requirements and deadlines.

Update and maintain grant templates and materials.

Keep professional and confidential management of grant records, organizational documents, and data.

PROPOSAL REQUIREMENTS

WHAT WE'RE LOOKING FOR:

Proven grant writing experience required. Three (3) years of experience preferred.

Excellent interpersonal communication skills. Ability to work cooperatively with the Town and community partners to prepare grants.

Track record of working with diverse stakeholders, a desire to support the vibrancy of rural communities and experience working with towns or other organizations to build a robust grant portfolio.

Previous experience working with municipalities is preferred.

PLEASE INCLUDE THE FOLLOWING IN YOUR PROPOSAL:

Overview of your practice (organization, company, independent work, etc.), including a brief introduction to you/your team

Resume detailing your experience in writing and submitting grants (private foundation, corporate, government, etc.)

Overview of how you would approach addressing the needs outlined in this RFP

A minimum of one (1) excerpt from a successful grant written by the applicant that is representative of their writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information

Proposed budget- the town has budgeted \$5,000 for this role; please detail how you would use those funds (hourly rate or otherwise)

A minimum of two (2) references from clients where the applicant has successfully performed similar work