



Request for Proposals (RFP) for Grant Writing

Mano a Mano Family Resource Center

Mano a Mano Family Resource Center requests proposals for a grant writer to provide ongoing grant writing services and proposal/application support to the organization on a contractual basis. Applications will be considered from both firms and individuals.

Organizational Overview

Founded in 2000, Mano a Mano is an immigrant-based, community development organization with the mission of empowering immigrants and their families living in Lake County, Illinois to become full participants in American life. Our vision is an integrated Lake County where everyone has access to opportunity and paths to success. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Located in Round Lake Park and with community-sites throughout the County, Mano a Mano serves approximately 4,500 immigrants annually from across Lake County (IL) and surrounding areas.

Scope of Work

The Mano a Mano Board of Directors recently adopted a multi-year resource development and diversification plan, which includes a focus on growing and diversifying the organization's grants portfolio. The Mano a Mano grant portfolio currently includes grant funds from governments (local/state/federal), corporate entities, private charitable foundations, and family foundations. The contracted work will include grant proposal/application for renewals of our existing grants and also the identification and proposal development for new sources of funding.

Mano a Mano is seeking a grant writer or firm with a proven track record in writing successful complex proposals from diverse funding sources; skills in demographic data collection and analysis; and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape of the Chicago metropolitan area is preferred. Previous personal or professional experiences in immigrant communities or communities of color are a plus. The Grant Writer will work closely with the Director of Strategy and Development, who is charged with the implementation of the resource development plan.

The Consultant's responsibilities will include:

1. Understanding and actively engaging in the successful implementation of the organization's resource development plan
2. Management of annual renewal grant processes (currently- approximately 12 grants) and grants calendar

Mano a Mano Family Resource Center

6 E. Main Street
Round Lake Park, IL 60073
www.mamfrc.org

3. Ongoing Grant prospect research (grant writer will receive support from management and access to Forefront membership benefits)
4. Consistent and clear communication with management about grant prospects, proposal and reporting requirements, and deadlines
5. Regular collection and analysis of demographic and other important program-related data to enhance and advance the organization's needs statement and proposals
6. Development and maintenance of grant templates and materials
7. Professional and confidential management of grant records, organizational documents, and data

Hours dedicated to the project can range between 25-40 hours per month, depending on the grant cycle.

RFP Schedule

The Project is expected to proceed as indicated below:

Request for Proposals Posted	Wednesday, May 30, 2018
Proposals Due	Thursday, June 28, 2018 at 4pm
Interviews & Selection	First/Second week of July 2018
Project Begins	August 2018

Submission Requirements

All Proposals are limited to ten (10) pages total and must include:

1. A cover letter to the attention of Megan McKenna, Director of Strategy & Development
2. A narrative explaining the experience and qualifications of the firm (if applicable) or individual applicant, including the resume of the principal grant writer providing direct service for this project. The narrative and resume should detail the applicant's experience in writing and submitting government, corporate, private foundation grants. The narrative should include at a minimum the following:
 - a. Types of organizations to which the applicant has provided services and examples of programs supported by grant writing services
 - b. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants)
 - c. Clear demonstration of applicant's knowledge of and experience with demographic data
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
4. An outline of proposed fees
5. A minimum of two (2) references from clients where the applicant has successfully performed similar work



Mano a Mano
Family Resource Center

- Proposals must be submitted by 4:00 p.m. on Thursday, June 28, 2018 in one PDF file to Megan (megan@mamfc.org). Proposals not meeting the criteria outlined in the RFP will not be considered.

Compensation and Contract Award

Fees outline should be an all-inclusive and structured as an hourly fee. Applicant must provide a detailed price breakdown including fees for the following staff: A) Senior staff; B) Professional staff; and C) Clerical staff (if applicable). The cost will be based on the projected hours of work provided. Contractor will invoice and be paid on a monthly basis. Further terms of compensation will be negotiated with the selected applicant.

Mano a Mano plans to select and award the contract to the best-qualified fundraising professional or organization by the first/second week of July 2018. The selected consultant and Mano a Mano will then mutually discuss and refine the scope of work and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.

RFP Questions and Responses

All questions pertaining to this proposal must be made in writing by emailing Megan McKenna, Director of Strategy and Development (megan@mamfrc.org).

Statement of Non-Commitment

Issuance of this RFP does not commit Mano a Mano to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.