

Request for Proposal: Grant Writing Services

Introduction

The Huron County Economic Development Corporation is seeking proposals from qualified grant writing consultants or firms to assist in the identification, development, and submission of grant applications. This Request for Proposal outlines the scope of work, submission requirements, and evaluation criteria.

Background

The Huron County EDC exists to develop, maintain, and enhance the economic base of Huron County. One of the ways in which we do this is to seek out grant funding for our communities where applicable. One challenge is that rural communities lack the capacity to not only seek out grants, but then apply for them, and manage the reporting when they're awarded. The Office of Rural Prosperity, a division of the Department of Labor and Economic Opportunity, has recognized this challenge and partnered with us to work towards alleviating this by contracting a grant writer. If this proves fruitful, this model could be applied to other rural communities.

Scope of Work

The selected consultant/firm will be responsible for the following tasks:

- Researching potential grant opportunities relevant to Huron County EDC's mission and goals.
- Collaborating with the Huron County EDC and community staff to gather necessary information for grant applications.
- Writing, editing, and formatting grant proposals according to the guidelines of each funding opportunity.
- Ensuring timely submission of grant applications.
- Providing ongoing communication and updates throughout the grant writing process.
- Assisting with grant reporting and follow-up as needed.

Proposal Submission Requirements

Interested consultants/firms are requested to submit the following information:

- Overview of experience and qualifications, including relevant expertise in grant writing and successful grant awards, particularly highlighting how your work has impacted rural communities.
- Description of methodology and approach to grant writing, indicating how and where you will identify grants for rural communities.
- Proposed timeline for completing grant writing projects.

- References from past clients/projects.
- Fee structure and any additional costs.
- Any additional information that demonstrates the consultant/firm's suitability for this project.

Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Demonstrated experience and success in grant writing, particularly for rural communities.
- Understanding of the needs of rural communities.
- Quality and clarity of proposed methodology and approach.
- Responsiveness to the needs of the Huron County EDC.
- Proposed timeline and ability to meet deadlines.
- References and client testimonials.
- Cost-effectiveness.

Timeline

RFP Issuance Date: March 12, 2024

Deadline for Proposal Submission: April 2, 2024

Evaluation of Proposals: April 3 - 10, 2024

Selection of Consultant/Firm: April 11, 2024

Contract Execution/Term: May 1, 2024 - May 1, 2025

Submission Instructions

Proposals must be submitted electronically to info@huroncounty.com no later than April 2, 2024 at 5pm. Late submissions cannot be considered.

For inquiries or clarification regarding this RFP, please contact:

Misty Schantz

Administrative Coordinator

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We look forward to receiving your proposal.