

Request for Proposals (RFP) for Grant Writing Services for the Village of Medina

The Village of Medina (Medina) requests proposals for a grant writer to provide ongoing grant writing services, research and related support services to Medina on a contractual basis. Applications will be considered from both firms and individuals.

Organizational Overview

Medina is a small Village in the Western end of Orleans County in Western New York. It is in the Towns of Shelby and Ridgeway on the Erie Canal. It is located approximately 10 miles south of Lake Ontario. The population was 6,065 at the 2010 Census, making it the county's most populous municipality.

Scope of Work

Medina is focusing on growing and diversifying the Village's grants portfolio. Medina's grant portfolio currently includes grant funds from government (local, state and national), private charitable foundations and family foundations. The contractual work will include grant proposal/application for renewals of our existing grants and the identification and proposal development for new sources of municipal funding.

Medina is seeking a grant writer or firm with a proven track record in writing successful complex proposals from diverse funding sources for municipalities. Previous experience working in the municipal grants landscape in historic communities and/or low-income is preferred.

Medina seeks a qualified individual, group of professionals, or organization to produce the following deliverables:

- Understanding and actively engaging in the successful implementation of a grants management calendar and search system for municipal needs
- Management of annual renewal grant process and grants calendar and applications
- Ongoing Grant prospect research for Medina's municipal needs
- Consistent and clear communication with management about grant prospects, proposals and reporting requirements, and deadlines
- Regular collection and analysis of demographic and other important program-related data to enhance and advance Medina needs statement and proposals
- Development and maintenance of grant templates and materials
- Professional and confidential management of grant records, organizational denouements, and data

Hours dedicated to the project can range, depending on the grant cycle and grants applied for.

Fee Schedule

Fee schedule should be all-inclusive and presented on a per grant basis.

Applicant must provide a detailed price breakdown including fees for specific staff. Further terms of compensation will be negotiated with the selected application.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to: Mayor Marguerite Sherman, msherman@villagemedina.org.

Statement of Non-Commitment

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

Application Requirements

To apply submit the following:

1. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies or foundations, amounts, and purpose of grants).
2. 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 2 pages and should not contain any confidential or proprietary information.
4. Schedule of proposed fees.
5. A minimum of two (2) professional references from clients for who the applicant has successfully performed similar work.
6. Proposals must be submitted by 4:00 PM on Friday, July 26, 2024 in one PDF file to Mayor Marguerite Sherman, msherman@villagemedina.org.
7. Total proposal should be no longer than 8 standard letter sized pages. Proposals not meeting the criteria outlined in the RFP will not be considered.