

# REQUEST FOR PROPOSAL

## Grant Writer

### Purpose

Our Brothers' Keepers of Southern Illinois (OBK) has initiated a Request for Proposal (RFP) process to identify a qualified grant writing consultant or firm to secure private and public grant opportunities to support our mission of assisting returning citizens to full inclusion into the St. Clair County, Illinois community through an array of reentry services.

### About Our Brothers' Keepers

Our Brothers' Keepers of Southern Illinois (OBK) is dedicated to the full integration of formerly incarcerated persons, "Returning Citizens", as productive citizens by assisting them with reentry services. OBK began through the efforts of prison ministers who realized that prison ministry was not enough. More needed to be done once persons were released from custody to help them avoid returning to prison. Following a gathering of 25 prison ministers and representatives of social service providers in 2013 a planning committee, committed to an ecumenical approach, was formed. In 2014 OBK was incorporated and in 2015 received tax exempt status. OBK began services in the summer of 2018. Now with a small but dedicated staff, a Board of Directors, a Reentry Center and a group of generous donors OBK is serving at any one time 100 clients.

### Scope Overview

To date, OBK has relied on the generosity of its committed board of directors to fund the program's operations, but now we are seeking to expand our fundraising base beyond its existing portfolio, and we are looking for a grant writing professional with a proven track-record to secure local, state, and federal funding to increase our reach. Funding needs include seed or start-up funding to support transition, program support, and/or general operating support, and sources may include private and public funders. Our goal is to identify new funding streams, secure grant support, and expand our sphere of influence.

We also seek to raise board awareness and understanding of fundraising to equip the organization with grant templates and build our capacity in effective grant writing and grant management.

## Scope of Work and Deliverables

We expect the scope of work to include the following:

- ✓ Project management of grant writing contract.
- ✓ Information gathering to understand existing funding and to develop a case for support.
- ✓ Prospect research, including initial funder screening, to identify and prioritize potential sources of funding.
- ✓ Grants calendar to guide proposal development and submission.
- ✓ Drafting of boilerplate grant proposals, cover letters, and letters of inquiry.
- ✓ Compilation and checklist of standard application components/attachments frequently requested by grant funders.
- ✓ Customization and submission of proposals to potential funders based upon grants calendar over six-month period.
- ✓ Recommendation for grants management process (reporting, cultivation, and stewardship) based upon best practice.
- ✓ Solicitation and incorporation of funder feedback into grant materials as possible and appropriate.
- ✓ Introduction to funder contacts (at screening, solicitation, or acceptance stages) to facilitate handoff of relationship to local contact.
- ✓ Grant writing training workshop for the board.

We request that the above scope commence no later than November 1, 2023.

## Application Process

Applicants for this grant writing contract should possess a recent track record of securing public and private grant funding for organizations of comparable size and scope (e.g., human or social services, workforce development/worker reentry, cooperative reentry services, etc.), an understanding of current trends in the philanthropic community, and exceptional project management skills.

Proposals should include the following elements:

- Evidence of the consultant/consulting firm's qualifications to provide the requested grant writing services.
- Documentation of success in securing results via competitive proposals, including results over the past two years.
- Experience of consultant/consulting firm with nonprofit clients comparable in size and scope to OBK.
- Project plan that demonstrates a clear understanding of the work to be performed, approach to meet with deliverables, and timeline for completion.

- Outline of deliverables to be provided, including estimate of number of proposals to be submitted.
- Names and bios for the consultant(s) who will be part of the project.
- Proposed fee structure with time and cost projection
- References and contact information from two comparable current or former clients
- Two sample grant proposals (redacted identifying information acceptable)

Submit your proposal to: [obkministrynfp@gmail.com](mailto:obkministrynfp@gmail.com) by September 27, 2023, with “Grant Writing” as the subject. If you have any questions or would like clarification regarding any aspect of this RFP, please contact Peter Cerneka at the above email or by phone at 314-518-9497.