

Request for Proposals (RFP) for Grant Writing Services

Clearfield Borough

The Borough of Clearfield requests proposals for grant writing services. Applications will be considered from both firms and individuals.

BACKGROUND

It is the intention of the Borough to apply for grants which address documented Borough needs associated with service delivery and necessary capital improvements. In addition, it is the intent of the Borough to apply for grants which not only are consistent with identified Borough needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the Borough's grant program is to secure funding for services and projects which the Borough otherwise would be required to utilize local tax dollars.

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide the Borough if it is awarded the contract and should be addressed in each proposal.

- Funding needs analysis – Work with the Borough's departments to assess the validity of current funding priority areas and identify new priority areas for funding.
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Borough's funding needs and priorities in the following general areas by way of illustration by not limitation:
 - Fire Protection Programs
 - Criminal Justice Technology and Programs
 - Infrastructure Development and Maintenance
 - Parks and Recreation
 - Transportation/Highway /Sustainability/Transit
 - GIS Geographic Information System
 - Community and Municipal Planning
- On-call Grant Research – In addition to the areas defined above other areas may be also identified through the Funding needs analysis process and throughout the duration of the contract.

- Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the Borough, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the Clearfield Borough.
- Monthly reports – the successful consultant shall submit monthly reports to the Borough summarizing the amount of time expended and describe activities undertaken during the previous month.

FEE SCHEDULE

Fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff; and C) Clerical staff. The cost will be based on the projected hours of work provided. Contractor will invoice and be paid on a monthly basis.

AWARD

Upon selection the Clearfield Borough will mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule. Applicant will be considered as Independent contractors and used on an as needed basis

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to:

Leslie A. Stott
Borough Operations Manager
lesliestott@clearfieldpa.us

STATEMENT OF NON-COMMITMENT

Issuance of this RFP does not obligate the Clearfield Borough 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 purposes 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 whom the applicant has successfully performed similar work.
6. **Proposals must be submitted by 4:00pm on Thursday, May 19, 2022 at lesliestott@clearfieldpa.us**
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.