



Town of North Greenbush
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Request for Proposals (RFP) for Grant Writing Services

The Town of North Greenbush (Town) has requested proposals for a grant writer to provide ongoing grant writing services, research, and related support services to the Town on a contractual basis. Applications will be considered from both qualified firms and individuals.

Organizational Overview

The Town of North Greenbush, located in Rensselaer County, with a population of approximately 14,000 is seeking funding to enhance town operations and to increase the range of services provided to its residents. There are several opportunities available to increase the residents' quality of life and provide additional services, however, the funding of these services are limited through the Town's budgeted resources.

To develop and implement these ideas and strategies it is essential that funding from federal, state, and private sources are identified and obtained. The Town Board is committed to enhancing the services to seniors, youth, families, individuals, employees, and each member of the community.

Scope of Work

The Town Board seeks a qualified individual, group of professionals, or organization with a proven record in writing complex successful funding proposals from diverse funding sources for municipalities. Previous experience working in the municipal grants landscape addressing a wide range of municipal needs.

The Town of North Greenbush seeks a qualified individual, group of professionals or organization to produce the following deliverables:

- Research and identify funding opportunities from federal, state, and private sources as directed by the Town Board.
- Write and submit grant proposals to specific funding opportunities.
- Manage the grant application process, including tracking deadlines and ensuring compliance with all requirements.
- Management of annual renewal grant process.

Objectives

- Secure funding to support the development of town facilities.
- Obtain grants to expand current programs and develop and implement innovative programs.
- Acquiring funding for economic development initiatives in support of local businesses and to attract new businesses.
- Secure funding to improve town operations such as the digitization of records, technology improvements.

Qualifications

- Minimum of 5 years of grant writing experience, preferably with government grants.
- Proven and documented record of grant applications resulting in significant funding.

Fee Schedule

The fee schedule should be all-inclusive and presented on an hourly basis. Applicants must provide a detailed price breakdown including fees for specific staff. Further terms of compensation may be negotiated with the selected applicant.

Proposal Requirements

- Proposals will be accepted on an ongoing basis as directed by the Town Board. Include resumes, writing samples, and at least three references.
- 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).
- Proposals should be submitted electronically to mchaires@northgreenbush.org

Evaluation Criteria

- Relevant experience and success and securing grants.
- Cost-effectiveness of proposal.
- Demonstrated understanding of the agency's needs and objectives.

Statement of Non-Commitment

Issuance of this RFP does not obligate the Town of North Greenbush to award a contract or to pay any costs incurred in preparation of proposals responding to this request.

Contact Information

For questions, please contact: Michael Chaires Sr.-Comptroller
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