



## **Request for Proposal (RFP) for Grant Writing and Grant Research Services**

**Issued By:** Roberta's House

**Date Issued:** August 24, 2024

**Proposal Submission Deadline:** September 13, 2024

### **Introduction**

Roberta's House is seeking proposals from qualified and experienced individuals or firms to provide comprehensive grant writing and grant research services. The chosen provider will be responsible for identifying and securing funding opportunities from private and corporate foundations, local, state, and federal funders, and donor-advised funds. The goal is to enhance our funding portfolio to support Roberta's House's mission and programs.

### **About Roberta's House**

Roberta's House is a community-based organization dedicated to providing grief support to families and individuals who have experienced the loss of a loved one. Our programs are designed to provide a safe space for healing and to help participants cope with their grief in healthy ways. We aim to build a community where all members can support each other through the grieving process.

### **Recent Achievements**

- Secured \$1.5 million in Congressionally Directed Funding over the past two years.
- Established a group practice providing clinical mental and behavioral health therapy to individuals, couples, families, and group therapy sessions.

### **Scope of Work**

#### **Grant Writing**

- Develop and write compelling grant proposals tailored to various funding sources.
- Ensure all grant applications are submitted on time and meet the specific requirements of each funding entity.
- Collaborate with Roberta's House staff to gather necessary information and data to support grant applications.
- Work with Roberta's House Finance Director to develop detailed and accurate budgets for grant submissions.
- Prepare project plans and other required documentation for grant submissions.
- Manage the renewal process for existing funders, ensuring timely submission of annual renewal requests.
- On average, develop or assist in the development of three proposals per month, including at least one new grant application and two renewal applications per quarter.
- Specifically target and secure at least \$1 million in new funding per year, with a focus on grants that align with Roberta's House's strategic priorities.

## **Grant Research**

- Conduct thorough research to identify prospective funding opportunities from private and corporate foundations, local, state, and federal sources, and donor-advised funds.
- Maintain a comprehensive database of potential funders, including deadlines, application guidelines, and funding priorities.
- Evaluate the alignment of funding opportunities with Roberta's House's mission and programs.

## **Data Utilization**

- Utilize data effectively to tell Roberta's House's story in a manner that resonates with potential funders.
- Collect and analyze relevant data to demonstrate the impact of Roberta's House programs and the need for continued support.
- Prepare data-driven reports and presentations to accompany grant proposals and other funding requests.

## **Meetings and Collaboration**

- Participate in monthly meetings with Roberta's House Grants Team.
- Provide an agenda at least 48 hours prior to each monthly meeting.
- Collaborate with Roberta's House Development Team, which will be responsible for scheduling monthly and any additional necessary meetings.
- All meetings can be conducted virtually.

## **Proposal Tracking and Review**

- Work closely with Roberta's House Development Team to track each step of the writing and submission process.
- Provide first drafts of proposals and see them through to completion.
- Review and provide edits and comments on drafts written by the Development Coordinator, ensuring high-quality and compelling proposals.

## **Complex Government Submissions**

- Provide a checklist of any required documents for complex government submissions, such as Board Resolutions, compliance or legal agreements, budgets, and other supporting documents.
- Ensure the checklist is provided to the Grants Team in a timely manner so that all documents will be fully prepared to meet deadlines.
- Specify the manner of submissions, including via USPS mail, online portal, Google Docs, or similar platforms.

## **Reporting and Analysis**

- Submit detailed reports for all grants, especially larger and more complex grants, as required by the funding entity.
- Provide detailed bi-annual reports on the success of grant applications, including:
  - Success rate of grant applications.
  - Analysis of grant targeting and alignment with Roberta's House's mission.
  - Funding success in terms of grant award dollars.

- Recommendations for improvements in the grant writing and submission process.
- Identification of challenges and proposed solutions.

### **Qualifications**

- Proven track record of successful grant writing and securing funds from diverse sources.
- Exceptional writing and storytelling skills, with the ability to craft compelling narratives that highlight Roberta's House's impact.
- Strong research skills to identify and evaluate funding opportunities.
- Experience in using data to support grant applications and demonstrate program effectiveness.
- Familiarity with the requirements and processes of private and corporate foundations, local, state, and federal funders, and donor-advised funds.
- **Thoroughly explain your organizational expertise** in grant writing and research, particularly your experience within Maryland and beyond. We seek a clear understanding of your role and success in the broader landscape of grants.

### **Proposal Requirements**

#### **Proposal Submission**

Proposals must be submitted electronically by [Insert Deadline Date] to [Insert Contact Email]. Late submissions will not be considered.

#### **Equal Employment Opportunity and Diversity Statement**

Roberta's House is committed to fostering a diverse, inclusive, and equitable environment that aligns with both federal and state requirements, including those outlined in the Build America Buy America Act and the Maryland Minority Business Enterprise (MBE) program. We place a particular emphasis on supporting veterans and minority-owned businesses through our hiring and contracting practices.

We prioritize hiring practices that support veterans and ensure that our contracting efforts align with federal mandates for domestic sourcing. Additionally, we are dedicated to meeting Maryland's MBE requirements by actively seeking to engage with minority-owned businesses and ensuring that our procurement processes promote diversity and economic inclusion.

We encourage proposals from firms and individuals who share our commitment to these principles, demonstrating a strong dedication to employing veterans, supporting minority-owned businesses, and adhering to both federal and state guidelines related to infrastructure and other applicable projects.

Roberta's House does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law. We expect all applicants to uphold these values and comply with federal and state requirements. Proposals should outline your organization's strategies for supporting veterans, promoting minority business participation, and meeting domestic sourcing and diversity requirements in line with these guidelines.

This commitment is essential for fostering a respectful, inclusive, and compliant work environment that supports our mission, honors those who have served our country, and advances economic opportunities for minority-owned businesses in Maryland.

## Proposal Content

1. **Cover Letter:** A brief introduction to your organization or yourself, including relevant experience and qualifications.
2. **Executive Summary:** A summary of your proposal, highlighting key points.
3. **Grant Writing Approach:** Describe your methodology for developing and writing grant proposals.
4. **Grant Research Strategy:** Outline your approach to identifying and evaluating funding opportunities.
5. **Data Utilization:** Explain how you will use data to support grant applications and tell Roberta's House's story.
6. **Experience and References:** Provide examples of successful grant writing projects and at least three references from previous clients.
7. **Organizational Expertise:** Provide a thorough explanation of your organizational expertise, particularly your experience in Maryland and beyond, to demonstrate your understanding and participation in the grant landscape.
8. **Pricing:** A detailed breakdown of your pricing structure, including any retainer fees, hourly rates, or project-based pricing.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and success in grant writing and research.
- Quality and clarity of the proposal.
- Understanding of Roberta's House's mission and programs.
- Ability to use data effectively to support grant applications.
- **Thoroughness in explaining organizational expertise and role within the broader grant landscape.**
- Cost-effectiveness and value of services provided.

## Projected Timeline

- **RFP Issued:** August 26, 2024
- **Proposal Submission Deadline:** September 13, 2024
- **Proposal Evaluation:** September 19, 2024
- **Contract Awarded:** September 30, 2024
- **Project Commencement:** October 1, 2024

## Contact Information

For any questions or further information, please contact:

### **Dr. Alexander Satorie-Robinson**

Development and Capital Campaign Director

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Roberta's House looks forward to receiving your proposal and partnering with a skilled grant writer and researcher to further our mission and impact.