

Community Action Partnership *of Suburban Hennepin*

GRANT WRITING RFP

Community Action Partnership of Suburban Hennepin (CAPSH) is requesting proposals for consulting services to assist the organization in providing general grant writing services associated with the completion and submission of grant applications as well as supplemental support in researching and identifying appropriate private and family foundations to target with proposals on behalf of the organization. The project will begin December 2016 and end May 2017.

COMMUNITY ACTION OVERVIEW

Community Action is a 501c(3) non-profit organization serving Hennepin County governed by a 21-member volunteer Board of Directors with administrative offices located at 8800 Highway 7, Suite 401, St. Louis Park, Minnesota.

The mission of Community Action is to improve the quality of life in Hennepin County by creating and supporting links between individuals and communities through services, education and collaboration. We are committed to providing services that address the root causes of poverty and enhance the self-sufficiency of low-income people.

- Our programs include Energy Assistance, Homeowner Counseling & Education, Housing & Asset Building Services, and Supportive Family programs with various site locations throughout Hennepin County.
- CAPSH has 78 employees working at 7 sites and serve over 34,000 households.
- CAPSH receives federal, state, and local funding, with an annual budget of \$4,500,000.

PROJECT OVERVIEW

CAPSH was established in 1986 to provide services to suburban Hennepin County residents. In 2014, CAPSH began extending services to City of Minneapolis residents and in August of 2016 received the designation to be the community action agency for Minneapolis. As a result of this expansion, CAPSH is in need of an experienced grant writer (or writers) who can procure unrestricted funding from private and family foundations for the organization to supplement existing government funding and improve the agency's cash position.

SCOPE

CAPSH's audience includes current program participants, employees, community residents, service providers, businesses, public officials and potential volunteers and donors within the geographical scope of suburban and rural Hennepin County and the City of Minneapolis.

OBJECTIVES

1. Strategize with CAPSH staff about funding opportunities and then research and present new funding opportunities to CAPSH.
2. Apply and submit proposals to these staff approved organizations on behalf of CAPSH.
3. Raise unrestricted funds or funding that can be used to improve the agency's internal infrastructure and cash position, and provide organizational support.

REQUIRED PROPOSAL CONTENTS

The purpose of the proposal is to demonstrate the qualifications, service level, cost, competence and capacity of the firms and/or individuals seeking to provide consultation services to CAPSH. The proposal should include:

- Number of years that the consultant/consulting firm has been in existence;
- Examples of grant writing efforts which have been conducted, including two (2) samples of successful (funded) proposals;
- A minimum of three (3) references from entities for which you have provided grant writing services, including the name of the organization, brief description of the project, term of contract, and name of contact person and telephone number;
- The individual(s) who will be assigned to work with CAPSH, including their background, directly related experiences and past successes;
- A description of the fee basis, including preference for retainer-based contract or hourly reimbursement, and if responding as a consulting firm, itemize fees for the following staff as applicable: senior staff, professional staff and clerical staff.

Provide a detailed description of how the consultant/consulting firm will perform the following grant writing services:

- **Identification of appropriate grant resources:** conduct research to identify additional funding opportunities including, but not limited to private foundations, corporations, agencies and organizations that support CAPSH's funding needs and priorities, specifically: general operating support, fund development, events, advocacy campaigns, and coalition-building.
- **Grant preparation process:** provide general grant proposal writing services associated with the completion of grant applications on the behalf of CAPSH, including the preparation of funding abstracts, production and submittal of applications to funding sources. This work shall be completed, based on new research provided by consultants.
- **Grant review and approval process:** a copy of each grant application package to be submitted for funding, in its entirety, is to be provided to the CAPSH Director of Planning & Development for final review in advance of submission.

- **Monthly grants planning:** brief monthly reports to CAPSH summarizing the amount of time expended and activities undertaken during the previous month will be reviewed.
- Work for the upcoming month shall be planned.

TIME FRAME

The project will begin December 16, 2016 and end May 31, 2017.

COMPENSATION

The budget for this project is \$25,000-\$55,000. Proposals that provide discounted rates for organizations with non-profit status will receive higher consideration.

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Demonstrated proficiency in obtaining funds;
- Demonstrated capability of project management and completion;
- Consultant's qualifications and experience;
- Consultant's staff qualifications;
- Demonstrated knowledge of sources of grant funds available to nonprofits;
- Cost of services.

NOTIFICATION OF AWARD

CAPSH will interview final candidates. It is expected that a decision selecting the successful offer will be made by Friday, December 16, 2016 at Community Action Partnership of Suburban Hennepin, 8800 Highway 7, Suite 401, St. Louis Park, MN 55426

Contract will be for six month from date of award with an option to extend at the same prices and conditions for one additional year at the sole option of CAPSH.

Agreement Cancellation: The contract may be terminated by agreement or upon fifteen (15) days notice in writing given by either party.

Please direct your Proposal to the attention of Kim Mongoven, or e-mail to kmongoven@capsh.org. **Proposals are due Friday December 9, 2016 by 5 pm.**

CAPSH reserves the right to withdraw this request for proposals, or to limit the funds distributed, based on the availability of funds and on the quality of the proposals received.

QUESTIONS

For additional information, contact Kim Mongoven, at kmongoven@capsh.org or 952-697-1325.