

Request for Qualifications and Quotations

Grant Writing Services

Innovia Foundation

Innovia Foundation requests qualifications and quotations for independent grant writing services for the purposes of supporting joint proposals with the potential for large scale community benefit. Selected applicants will receive first consideration for future grant writing contracts where experience and qualifications match proposal requirements. Independent grant writers and grant writing firms will be considered with priority for contractors based in Washington or Idaho.

Organization Overview

As the community foundation for Eastern Washington and North Idaho, Innovia Foundation is focused on igniting generosity to build vibrant and sustainable communities in which every person thrives. We work together to address and solve our region's problems, help those in need, identify and respond to our region's greatest opportunities and leave a lasting impact.

Innovia Foundation and regional partners seek to increase the level of external grant dollars and funding that is likely to generate sizeable community impact in our region. We anticipate working with the selected pool of grant writers to apply for large scale state, federal and foundation awards on behalf of area nonprofits and community organizations.

Scope of Work

We are seeking applicants with a demonstrated track record of success, a proven ability to submit competitive, large scale proposals and a commitment to building a just and inclusive community. Experience working with collaborative partners and responding to announcements from a range of different funders is preferred. We are developing a pool of grantwriters to contract that will maximize the chance of supported submission success in grant funding.

Fee Schedule

It is understood that fee schedules are project-dependent and will be negotiated with selected contractor at the onset of each project. We anticipate flexibility in fee structures that may include retainer, hourly payment and/or set project costs. We will not ask contractors to work on commission as part of this arrangement. General information about contractors' preferred fees and structures is requested below.

RFP Questions and Responses

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

Mason Burley, PhD

Director of Research and Community Impact

mburley@innovia.org

Statement of Non-Commitment

Issuance of this RFQQ does not obligate Innovia Foundation 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, award amounts, date awarded and purposes of grants)
2. Brief statement outlining applicant's personal approach to grant writing and content areas of expertise i.e. arts, environment, housing, etc.
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. Summary table providing applicant's success rate, including total amount of money applied for and received.
6. A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work.
7. Total proposal should be no longer than 8 standard letter sized pages.

Proposals must be submitted by September 30, 2020 in one PDF file to Mason Burley, Director of Research and Community Impact at mburley@innovia.org. Proposals not meeting the criteria outlined in the RFQQ will not be considered. Selected applicants will be notified of acceptance into the pool and we will use this group to select contractors based on project needs.