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Request for Proposals (RFP) for Grant Writing Services

The Village Group (TVG) requests proposals for a grant writer to provide ongoing grant writing services, research and related support services to TVG on a contractual basis. Applications will be considered from both firms and individuals.

Organizational Overview

TVG cultivates a love of learning in school-age children by helping them with their basic studies and by introducing them to career opportunities through hands-on activities and educational field trips. We focus on Literacy and STEAM (Science, Technology, Engineering, Art and Math). We also focus on the physical activity, healthy living and find connection to the community by exploring local history and discovering our environment.

Helping children draw a connection between their education, health and cultural background with their potential accomplishments in the future brings focus, drive and purpose – and we find this results in long-term success and contribution back to the community. Our vision is to build a sustainable, strong, confident and educated community on the shoulders of young leaders. The mission is to serve as a bridge in Georgetown County, SC for youth and their families toward education, college and career readiness, to make positive changes in their lives and develop a sense of urgency, identity and self-value – resulting in a more resilient and sustainable community. Our Values – Harmony, Habitat, Health, Harmony

Scope of Work

TVG is focusing on growing and diversifying the organization's grants portfolio. TVG grant portfolio currently includes grant funds from government (local, state and national), corporate entities, private charitable foundations and family foundations. The contractual work will include grant proposal/application for renewals of our existing grants and the identification and proposal development for new sources of funding.

TVG is seeking a grant writer or firm with a proven track record in writing successful complex proposals from diverse funding sources; skills in demographic data collection and analysis; and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape in low-income communities or communities that serve large areas of poverty is preferred. Previous personal or professional experiences with people who have experienced generational poverty or communities of color are a plus.

TVG seeks a qualified individual, group of professionals, or organization to produce the following deliverables:

- Understanding and actively engaging in the successful implementation of TVG grants management calendar
- Management of annual renewal grant process and grants calendar
- Ongoing Grant prospect research

- Consistent and clear communication with management about grant prospects, proposals and reporting requirements, and deadlines
- Regular collection and analysis of demographic and other important program-related data to enhance and advance TVG needs statement and proposals
- Development and maintenance of grant templates and materials
- Professional and confidential management of grant records, organizational denouements, and data
- Must use and adhere to philosophical and ethical standards

Hours dedicated to the project can range between 20 – 40 hours per month, depending on the grant cycle.

Fee Schedule

Fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed price breakdown including fees for specific staff. Further terms of compensation will be negotiated with the selected application.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to: Nanci Conley, COO Operations@thevillagegroup.org

Statement of Non-Commitment

Issuance of this RFP does not obligate TVG 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 purpose 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 who the applicant has successfully performed similar work.
6. **Proposals must be submitted by 4:00 PM on Friday, April 30, 2021 in one PDF file to Nanci Conley, COO at: operations@thevillagegroup.org**
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.