

**Southbank Partners
Request for Proposals - Grant Writing & Grant
Management Services**

Release Date: August 1, 2023



SOUTHBANK
PARTNERS

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INTRODUCTION

Southbank Partners (SP) invites qualified candidates to submit proposals for contractual grant writing and grant management services on an as-needed basis. SP is seeking to contract with multiple individuals or firm(s). SP has demonstrated success in acquiring state and federal grants in the past and intent to increase these efforts for additional grants in the following focus areas: transportation, infrastructure, vibrancy, placemaking, entrepreneurship and small business. Success in acquiring private or community foundation grants in the aforementioned focus areas is preferred and will be considered in the review process. Success in multiple subject areas is not a requirement but will be considered. If you have success in other focus areas that are not mentioned above but have demonstrated value to other functions of city government, please submit a proposal for consideration of future needs.

BACKGROUND

It is the intention of SP to apply for and on occasion manage grants which address documented needs associated with economic development improvements in the urban cities of Northern Kentucky. The goal of the SP grant program is to secure funding for economic development projects in which each of the Cities would otherwise be required to utilize local tax dollars. While some grant opportunities can be properly and efficiently administered by SP staff, it is our intention to bolster these efforts for our partners.

PROPOSAL CONDITIONS AND INFORMATION

Proposals must be received by SP no later than **5:00 p.m. on September 1 2023**. Late proposals will not be considered. SP highly encourages early submission of proposals.

Proposer shall submit one (1) electronic version and (1) paper copy of the proposal including any supporting documentation addressed as follows:

Leland Bennett, Research Management Consultant

Email: Leland@SouthbankPartners.com

Mailing Address: 425 York Street Newport, KY 41071

The subject line must clearly state:

Proposal Attached – RFP for Grant Writing & Grant Management Services

Questions regarding this proposal must be submitted in writing via email no later than **5:00 p.m. on August 22, 2023** to Leland Bennett, Research Management Consultant.

SCOPE OF WORK

The following are typical services and/or items that the successful consultant(s) will be required to provide to SP if it is awarded a contract and should be addressed in each proposal.

- Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the SP funding needs and priorities in the following focus areas by way of illustration by not limitation:

- Transportation & Infrastructure
 - Vibrancy & Placemaking
 - Entrepreneurship and Small Business
- On-call Grant Research – In addition to the areas defined above other areas may also be identified through the funding needs analysis process and throughout the duration of the contract.
 - Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications to SP and its partners, including the preparation of funding abstracts, production, and submittal of applications to funding sources. A complete digital copy of each grant application is to be reviewed by SP before submission and then a final digital copy is to be provided to SP.
 - Regular Reports – The consultant will submit regular reports to SP summarizing the amount of time expended and describe activities undertaken during each of the engaged projects.
 - Grant Management – In addition to providing grant writing services, if the grant is awarded the consultant(s) may also be engaged in a separate contract with SP and its partner(s) to help manage the grant through the grant lifecycle.

PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- Define the methodology/approach to be used to identify the needs of SP which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted as well as managed.
- Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- Generally, detail the involvement and role of SP and its partners staff and resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application. Additionally, if engaged describe in detail, the process you would utilize to manage the grant.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants, and if applicable private foundations.
- List up to five (5) funded grants which you developed, detailing the funding source, amount requested, and amount funded. If applicable, list up to five (5) grants you managed detailing the timeline and your ability to ensure compliance.

- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications). Additionally, please provide the same aforementioned information for the person(s) who may act as a grant manager.
- Provide at least three (2) references including the name of contact, affiliation, address, direct telephone number and email address.
- Describe in detail the fee structure you propose for providing as-needed grant writing services and as-needed grant management services.

SELECTION

SP will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of SP and its partners in a timely manner.

Southbank Partners reserves the right to reject any or all the proposals, to waive informalities in the proposals or the proposal process. SP may interview selected proposer(s). SP further reserves the right to award the contract(s) to one or multiple individuals or firms in the best interest of the organization and its partners.

INSURANCE REQUIREMENTS

All vendors, companies and individuals shall hold harmless SP and its partners and procure and maintain during the term of the contract the following insurance policies:

- General Liability
- Automobile Liability
- Workers Compensation & Employers Liability
- Professional Liability and Errors and Omissions