



Request for Proposal - Grant Writing Services December 2023

Purpose

UpCycle has initiated a Request for Proposal (RFP) process to identify a qualified grant writing consultant to secure existing grant support for our activities in Alexandria, Virginia.

About UpCycle

UpCycle Creative Reuse Center is a materials resource center and a creative making space that encourages creativity, critical thinking, innovation and environmentally sustainable behavior – one of its kind in Northern Virginia. At UpCycle, we help the community rethink the notion of waste, collecting donations from residents and businesses to serve as creative art materials. Our art programs encourage experimentation and exploration, and participants often learn new skills and processes that incorporate arts media and how to reuse materials. We operate a materials resource center that provides affordable materials to the public and supplies our programs.

Project Overview

UpCycle seeks a grant writer to work with its board and staff to write and submit three grant applications that the organization has previously been awarded:

- Virginia Commission for the Arts, General Operating Support, due March 1, 2024
- Rotary Club of Alexandria, Day Nursery & Children's Home, due April 1, 2024
- Alexandria Commission for the Arts Program Grant, anticipated due date April 15, 2024

The contract work will commence no later than February 1, 2024, and will require a review of organization materials as well as on-going information gathering from the board and staff. The contractor will attend meetings in person or electronically to review grant proposals before submitting. The contractor will invoice and be paid per completed application submitted on time.

Application Process and Requirements

Applicants for this grant writing contract should possess a recent track record of securing public and private grant funding for organizations of comparable size and

scope (e.g., arts, environmental or youth services), an understanding of current trends in the philanthropic community, and exceptional project management skills.

Proposals should include the following elements:

- Experience
 - Evidence of the consultant/consulting firm's qualifications to provide the requested grant writing services
 - Documentation of success in securing results via competitive proposals, including results over the past two years
 - Experience of consultant/consulting firm with nonprofit clients comparable in size and scope of UpCycle
 - Familiarity, if any, with Alexandria or Virginia-based grants
- Scope of Work
 - Project plan that demonstrates a clear understanding of the work to be performed, approach to meet with deliverables, and timeline for completion
 - Outline of deliverables to be provided for the three proposals to be submitted
 - Proposed all-inclusive fee structure with time and cost projection, presented on an hourly basis
- References
 - Contact information for two comparable current or former clients
 - Two sample grant proposals (redacted identifying information acceptable)

Submit proposals to: Kelley Organek, Chair of the UpCycle Board of Directors, at kelley@upcyclecrc.org, by January 14, 2024 with "Grant Writing Proposal" as the subject.

Award

UpCycle's Board of Directors tentatively plans to award the contract by January 25, 2024. The Board will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to: Kelley Organek, Chair, UpCycle Board of Directors, at kelley@upcyclecrc.org, before January 7, 2024 with "Grant Writing Questions" as the subject.

Statement of Non-Commitment

Issuance of this RFP does not obligate UpCycle Creative Reuse Center to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.