



Children's Clinics Request for Proposals (RFP) for Grant Writing Services

About Children's Clinics:

Children's Clinics sustains a long legacy of caring for children with special health care needs by providing primary care, specialty care, rehabilitative therapy services and behavioral health care in one convenient location. The mission of Children's Clinics is to provide a family centered, comprehensive medical home to meet the special needs of children and families. The clinic serves over 5,000 children in southern Arizona, which equates to over 35,000 visits annually. In addition to providing integrated, coordinated care, the clinic also provides special events and resources to support families in navigating the challenges of caring for children with special health care needs.

Scope of Work:

Children's Clinics recently completed a Fund Development Audit that emphasized the importance of an increased focus on seeking new and renewed grant funding opportunities. The current Children's Clinics grant portfolio includes grant funds from corporate entities, private charitable foundations, and family foundations. The contracted work will include researching and identifying new grant opportunities, writing/submitting grant proposals and applications (for renewals and new funding opportunities), and submitting relevant grant updates and/or required reporting to granting entities on behalf of Children's Clinics. Grant opportunities should include those from governments (local/state/federal) in addition to corporate entities, private charitable foundations and family foundations. The grant writer will work closely with the Chief Administrative Officer and other fund development staff.

Children's Clinics is seeking a grant writer or firm with a proven track record in:

- Writing successful complex proposals from diverse funding sources
- Skills in data collection and analysis
- A comprehensive approach to fund development

Preferred previous experience includes:

- Working in the philanthropic Greater Tucson and Phoenix networks
- Previous professional experience with organizations serving marginalized communities

The grant writer's responsibilities will include:

1. Understanding and engaging in the successful implementation of the organization's fund development plan
2. Management and renewal grant processes and grants calendar (currently <10 grants)
3. Ongoing grant prospect research
 - a. Grant writer will be responsible for tools necessary to conduct research (i.e. database subscriptions, etc.)
4. Consistent and clear communication with management about grant prospects, proposals, reporting requirements, and deadlines



5. Regular collection and analysis of available data to enhance and advance the organizations needs statement and proposals
6. Development and maintenance of grant templates and materials
7. Professional and confidential management of grant records, organizational documents, and data

Hours dedicated to this project not to exceed 20 hours per month.

Compensation and Contract Award:

Fee schedule should be all-inclusive and structured as an hourly fee. The cost will be based on the projected hours of work provided. The contractor will invoice Children's Clinics and be paid on a monthly basis. Further terms of compensation will be determined with the selected applicant.

Approx. 20 hours/month and \$60-100/hr

Children's Clinics plans to award the contract by June 25, 2021.

Submission Requirements:

Proposals are limited to 8 pages and should include:

1. A cover letter or narrative explaining the experience and qualifications of the individual/firm
2. Resume of the principal grant writer to be providing direct service for this project
3. Clear demonstration of applicant's knowledge of and experience with grant writing including:
 - a. Examples of successful grant applications written including sources, amounts, and purposes. Examples should reflect the individuals writing style, should not exceed 2 pages, and should not contain any confidential or proprietary information
4. Schedule of proposed fees
5. Two (2) professional references

Proposals must be submitted by: Friday, June 11, 2021.

Proposals not meeting the criteria outlined above will not be considered.

RFP Questions and Responses:

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

Gemma Thomas

Chief Administrative Officer

gemma.thomas@childrensclinics.org

Statement of Non-Commitment:

Issuance of this RFP does not commit Children's Clinics to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.