

Request for Proposal (RFP) for Grant Writing Services: Amador Trail Stewardship

Issued By: Amador Trail Stewardship

RFP Issued On: 10/2023

Proposal Due Date: 11/31/2024

Introduction

Amador Trail Stewardship is a nonprofit organization dedicated to the preservation, maintenance, and improvement of the trail systems in the Amador region. Our mission is to protect and enhance our community's access to outdoor spaces, foster youth engagement through cycling programs, and ensure sustainable trail stewardship for future generations. In 2025, we seek to expand our organizational capacity and secure project capital for new and ongoing initiatives.

We are seeking proposals from experienced grant writers to assist in researching, identifying, and applying for grants that will fund both operational growth and project-specific capital for our youth cycling programs and trail stewardship efforts.

Project Overview

Organizational Goals

- **Operational Growth:** Secure funding to increase staff capacity, enhance volunteer programs, and expand outreach for our youth cycling and trail stewardship initiatives.
- **Project Capital:** Raise funds for infrastructure projects, including trail maintenance, new trail construction, and the development of cycling education programs for youth.

Scope of Work

The selected grant writer will:

1. **Research & Identify Funding Opportunities:**
 - Identify grant opportunities available in 2025 that align with Amador Trail Stewardship's goals for both operational growth and project capital.
 - Explore local, regional, state, and national grant opportunities from foundations, government agencies, and corporate sponsors.
2. **Grant Proposal Development & Submission:**
 - Write compelling, high-quality grant proposals that effectively convey Amador Trail Stewardship's mission, impact, and funding needs.

- Develop all required supporting documents, including budgets, timelines, project descriptions, and impact statements.
 - Submit applications in compliance with each grant's specific requirements and deadlines.
3. **Grant Tracking & Reporting:**
- Track grant submissions, maintain communication with funders, and assist with any follow-up required during the application process.
 - Ensure that all reporting and compliance requirements for successful grants are fulfilled in a timely manner.
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Grant Focus Areas

The primary focus areas for grant applications include but are not limited to:

- **Youth Cycling Programs:** Funding to support educational programs, equipment, and outreach that engage young people in cycling and outdoor recreation.
 - **Trail Stewardship:** Capital funding for trail maintenance, repair, and new trail development, as well as the necessary tools and materials for stewardship activities.
 - **Capacity Building:** Securing operational funds to expand staffing, increase volunteer coordination efforts, and enhance organizational growth.
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Deliverables

- **Comprehensive Funding Research:** A detailed report identifying 15-20 viable grant opportunities for 2025.
 - **Completed Grant Applications:** Submission of at least 12 high-quality grant applications by agreed-upon deadlines.
 - **Ongoing Reporting & Tracking:** Regular updates on grant application status and progress, including any follow-up communication or additional documentation requests from funders.
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Qualifications

The ideal candidate will:

- Have a minimum of 3 years of experience in grant writing for nonprofit organizations, preferably in the environmental conservation or outdoor recreation sectors.
- Demonstrate and provide referrals from a successful track record in securing grant funding for operational expenses and capital projects.

- Be familiar with grant databases and funding platforms, such as the Foundation Directory Online, Grants.gov, or similar.
 - Possess excellent research, writing, and communication skills, with attention to detail and deadlines.
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Proposal Requirements

Interested applicants should submit the following by [Due Date]:

1. **Cover Letter:** Briefly outline your experience and approach to grant writing, and why you are a good fit for this project.
 2. **Proposed Work Plan:** Detail your approach to researching, identifying, and applying for grant opportunities, as well as any tools or strategies you will use.
 3. **Experience:** Provide examples of past successful grant applications, particularly those related to environmental conservation, youth engagement, or trail stewardship.
 4. **Fee Structure:** Include your proposed fee structure (hourly, project-based, or retainer) for the scope of services.
 5. **References:** Provide contact information for at least two professional references.
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Evaluation Criteria

Proposals will be evaluated based on:

- **Experience & Qualifications:** Demonstrated expertise in securing relevant grant funding.
 - **Quality of Work Plan:** The clarity and feasibility of the proposed approach to securing grants.
 - **Cost-Effectiveness:** Value of services in relation to proposed fees.
 - **References:** Positive feedback from previous clients or employers.
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Submission Information

Proposals must be submitted electronically by 11/31/24 to:

Contact Name: Bradley Booker

Email: BradleyBooker@amadortrailstewardship.org

Phone: (209) 245-8857

Mailing Address: PO Box 88 Drytown, CA 95699

Timeline

- **RFP Released:** Oct 2023
- **Proposals Due:** 11/31/2024
- **Selection of Grant Writer:** Jan 2025
- **Contract Start Date:** Jan 2025

Terms and Conditions

Amador Trail Stewardship reserves the right to reject any and all proposals, to request additional information, or to negotiate terms with the selected contractor. The selected grant writer will work closely with our team throughout the contract period to ensure alignment with our organizational goals.