



**Request for Proposals:  
Grant Writer Consultant, 2022 ENGAGEMENT**

December 2021

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**1. SUMMARY AND BACKGROUND**

YWCA Glendale & Pasadena seeks a seasoned professional to serve as a Consultant Grant Writer to provide ongoing grant writing services and proposal/application support to our organization on a contractual basis.

**YWCA Glendale and Pasadena is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.** YWCA Glendale and Pasadena's purpose is to ensure the health, safety and economic empowerment of women, children, and families and to strengthen communities to prevent and break the cycle of domestic violence. We provide resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls, and families to build healthy relationships, achieve self-sufficiency, and live free from all forms of oppression. Our programs include a 24/7 Crisis Hotline, a 16-bed Domestic Violence Emergency Shelter, a Domestic Violence Community Services Center that provides case management, legal services, adult and child counseling, trauma informed childcare, and housing navigation support, a Violence Prevention Education and Outreach Program, a Girls Empowerment Program that offers after school programming, summer camp and STEAM education workshops and mentorship, and racial justice training and advocacy.

**2. PROPOSAL GUIDELINES**

This Request for Proposal (RFP) is intended to identify a Grant Writer with a proven track record in writing successful foundation and corporate proposals; skills in prospecting and assessing viable funding sources; and an entrepreneurial approach to fund development. The Grant Writer will work closely with the Chief Strategic Engagement Officer, who is charged with the implementation of the Fund Development plan.

Contract shall begin upon award by YWCA Glendale & Pasadena and will end no later than June 20, 2022, with the opportunity to renew contract on an annual, July-June fiscal year basis.



This RFP represents the requirements for an open and competitive process. Proposals should be submitted to Heather Masterton at [heathermasterton@ywcagp.org](mailto:heathermasterton@ywcagp.org) no later than 5PM, on January 28th, 2022. Proposals should include:

1. A cover letter detailing the experience and qualifications of applicant, sent to the attention of Heather Masterton, Chief Strategic Engagement Officer. The cover letter should detail the applicant's experience in writing and submitting institutional grant proposals, providing examples of programs supported by grant writing services.
2. A grant writing sample with organization, funding source and any confidential information redacted.
3. An outline of proposed fees.
4. A minimum of two (2) references from clients where the applicant has successfully performed similar work.

Proposals not meeting the criteria outlined in the RFP will not be considered.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by YWCA Glendale & Pasadena legal counsel and will include scope of services, budget, and other necessary items pertaining to engagement.

### **3. SCHEDULE**

The Project is expected to proceed as indicated below:

Request for Proposals Posted	December 20th, 2022
Proposals Due	January 28th, 2022 at 5pm
Interviews & Selection	Last week of January 2022
Project Begins	February 2022

### **4. SCOPE OF SERVICES**

The Grant Writer's responsibilities will include:

- Working with Chief Strategic Engagement Officer to interpret grant guidelines and gather materials and information necessary for a strong proposal.
- Prospecting opportunities for institutional support in the areas of ending gender based violence, empowering girls (focus on STEAM education), and advancing racial justice.

- Writing LOIs, grant proposals and final reports as requested, including assembling supporting documents. Send to CSEO for review and edits. Incorporate edits and submit proposals once YWCA staff have approved them for submission.
- Monitoring grants tracker to ensure timely submissions of LOIs, applications, and reports.
- Providing YWCA staff with ample time to meet requests for financial and other related documents required for proposal.
- Arranging meetings as necessary to accomplish the requested work.

Hours dedicated to the project can range between 20-30 hours per month, depending on the grant cycle.

## **5. BUDGET**

Proposals must include all proposed costs and fees to complete the tasks described in the scope of services. Fees outline should be all-inclusive and structured as an hourly fee.

## **6. PREFERRED CONTRACTOR QUALIFICATIONS**

- Proven track record of achieving revenue targets
- Familiarity and fluency in writing on social justice issues, with a focus on gender and racial equity.
- Computer literacy required, including familiarity with Google suite
- Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form
  - ✓ Excellent research, organizational and communications skills with demonstrated ability to write clearly and persuasively
  - ✓ High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative
  - ✓ A Bachelor’s degree and 3 -5 years minimum of relevant experience are required

## **7. CONFLICT OF INTEREST**

Each individual or organization submitting a proposal must disclose any existing or potential conflicts of interest relative to their proposed scope of work and performance under any contract with YWCA Glendale & Pasadena.

## **8. OWNERSHIP AND USE OF DATA AND PROGRAM MATERIALS**



All data collected and materials prepared by contractor in connection with the contract shall remain the property of the YWCA Glendale & Pasadena. Contractor is prohibited from using data and program materials for any purpose other than those outlined in the contract.

## **9. CONFIDENTIAL INFORMATION**

In performing the scope of services outlined in the RFP, contractor and YWCA Glendale & Pasadena may be exposed to an/or required to use confidential information.<sup>1</sup> Contractor along with its employees, agents, or representatives will not use, directly or indirectly, such confidential information for purposes other than outlined in the contract.

## **10. DISSEMINATION OF INFORMATION**

The contractor shall not release any information related to the services or performance under the contract nor publish any reports or documents without the prior written approval of YWCA Glendale & Pasadena.

## **11. QUESTIONS AND RESPONSES**

All questions pertaining to this proposal must be made in writing by emailing Heather Masterton, Chief Strategic Engagement Officer ([heathermasterton@ywcagp.org](mailto:heathermasterton@ywcagp.org)).

## **12. STATEMENT OF NON-COMMITMENT**

Issuance of this RFP does not commit YWCA Glendale & Pasadena to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.

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<sup>1</sup> Information, not generally known and proprietary to YWCA Glendale and Pasadena.