

Request for Qualifications Grant Writing

1. Introduction

The Franklin County Economic Development Corporation (FCEDC) is accepting Statements of Qualifications (SOQ) for grant writing services, particularly for Consolidated Funding Applications (CFA) for Empire State Development (ESD) and Homes and Community Renewal (HCR) grant programs. SOQs must be submitted by email to rachel@adirondackfrontier.com no later than **5 PM on November 23, 2023**.

2. Scope of Services

FCEDC regularly works with municipalities, not-for-profit organizations and small businesses in planning and implementing transformational projects across Franklin County. One major aspect of moving these projects forward is identifying and applying for relevant grant funding. The organization is seeking qualified grant writers to refer such entities to for writing grant applications. The types of grants the firm may be asked to provide services for include, but may not be limited to:

- New York Main Street Anchor Project Program
- Restore NY
- Downtown Revitalization Initiative/NY Forward
- Market NY

3. Submission Format

Submissions must be provided electronically as a Portable Document Format (pdf). Submissions that are too large to be sent via email will not be accepted. Submissions should include the following information in this format and sequence. All pages should be consecutively numbered.

- 1) Firm's contact information
- 2) Narrative explaining the firm's qualifications
- 3) Summary of firm's recent experience in similar/representative projects
- 4) Name and experience of key personnel
- 5) Ability to integrate projects into the firm's workload
- 6) References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed

4. Submission Deadline

SOQ's must be submitted by email to Rachel Child at rachel@adirondackfrontier.com no later than **November 23, 2023 at 5 PM**.

5. Questions

Questions related to this RFQ should be directed to Rachel Child at rachel@adirondackfrontier.com

