

INTRODUCTION

The Town of Corinth (“Town”) invites qualified candidates to submit proposals for contractual grant writing services. The Town is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the Town to maximize the benefits of grant funding.

BACKGROUND

It is the intention of the Town to apply for grants which Town needs associated with the following areas: community/economic development, infrastructure, capital improvements, parks and recreation, emergency services, etc. In addition, it is the intent of the Town to apply for grants which not only are consistent with identified Town needs but those grants that can be properly and efficiently administered by staff considering existing duties and responsibilities. The goal of the Town’s overall grant pursuit program is to leverage the maximum funding from federal and state programs and privately funded programs and/or endowments while minimizing the use of Town funds which are derived from local tax dollars.

Proposal Conditions and Information

Proposals must be received by the Town of Corinth by 5:00 p.m. on February 23, 2024. Proposals received after the specified time and date will not be considered. The Town highly encourages early submission of proposals.

Proposer shall submit one electronic version of the proposal including any supporting documentation addressed as follows:

Brenda Peris, Town Clerk

Email: clerk@townofcorinthny.com

The subject line must clearly state:

Proposal Attached – Town of Corinth RFP for Grant Writing Services

Scope of Work

The following are typical services and/or items that the successful proposer will be required to provide the Town if selected and must be addressed in each proposal.

* Funding needs analysis – Work with the Town Board and Town’s departments to assess the validity of current funding priority areas and identify new priority areas for funding.

* Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support the Town’s funding needs and priorities in the following general areas by way of illustration by not limitation:

- > Community/Economic Development
- > Infrastructure
- > Capital Improvements and Equipment
- > Parks and Recreation
- > Emergency Services
- > Criminal Justice Technology and Programs

* On-call Grant Research – In addition to the areas defined above, other areas may also be identified through the funding needs analysis process and throughout the duration of the contract.

* Grant Application Development and Submission – the elements of the application development process shall include but not be limited to:

- > Demonstrate resourcefulness, creative thinking, and innovation to generate high quality plans for program and proposal development.
- > Prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
- > Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts, and cycles of work/timelines.
- > Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funding agency/entity.
- > Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal.
- > At the beginning of the proposal process, develop a timeline that is agreeable to the Town Board and/or relevant municipal department for submission of proposal drafts and review.

- > Write well-organized, compelling proposal drafts that follow the requirements of the funding program eligibility requirements/guidelines. and submit for review to appropriate Town staff, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process.
 - > Make edits or revisions to drafts as required in a timely manner.
 - > Submit final proposal after approval by the Town Supervisor via print or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
 - > Provide digital and paper copies of complete proposals to the Town Clerk for distribution and record keeping.
 - > Notify applicable state and/or federal partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.
- * Monthly reports – the successful consultant shall submit monthly reports to the Town summarizing the amount of time expended and describing activities undertaken during the previous month. The report shall include a summary of upcoming funding opportunities in advance so that proper time is available for preparation of the application and assembly of requisite support materials.

Proposal Requirements

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- * Define the methodology/approach to be used to identify on an ongoing, year-to-year basis the needs of the Town which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
- * Detail the strategy to be utilized in identifying grants which would address the needs identified as above.
- * Generally, detail the involvement and role of Town staff and Town resources in the grant writing process. Describe, in detail, the process to be employed to prepare a funding program application.
- * List your experience in the identification, preparation, and successful procurement of grants for municipalities of similar size and type. Specifically, detail your experience with federal and state grants for community/economic development, infrastructure, capital improvements, parks and recreation, emergency services, etc.

* List up to five (5) successful grant applications which you developed and detailed the funding program, the application strategy, the project budget, grant amount requested, the amount funded, and the subsequent program administration and/or delivery services provided through to grant closeout.

* Describe the background, experience, and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience, and related qualifications)

* Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.

* Describe in detail the fee structure you propose for providing grant writing services.

Selection

The Town will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, success rate within program areas outlined in this RFP, fee structure, and the overall ability to meet the needs of the Town.

The Town of Corinth reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The Town may interview several of the respondents as part of the process to select the successful proposer. The Town of Corinth further reserves the right to award the contract to a proposer who may not put forth the lowest fee if such action is deemed to be in the best interest of the Town.

Insurance Requirements

All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:

* General Liability

* Automobile Liability

* Workers Compensation & Employers Liability

* Professional Liability and Errors and Omissions