

**United Way  
of Southwest Colorado**



**Request for Proposal**

Date Posted: 3/5/2021

Project Name: Team UP for Summer - Grant Research and Writing

Contact Person: Lynn Urban, President & CEO

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**Background:**

United Way of Southwest Colorado (UWSC) has been serving the communities of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties for over 48 years, by working with our communities to help people build better lives. We focus on the areas of education, health, and personal financial stability. United Way supports our community in a variety of ways, including providing grants to local nonprofits, coordinating volunteer efforts, managing emergency assistance funds, and building collaborative efforts to help change the odds for the better for people in our communities.

Team UP is a collective impact initiative (mega-collaboration) that aims to improve outcomes for kids and families. UWSC serves as the backbone for Team UP. In 2019 we developed the Team UP AmeriCorps program to help support this effort through the service of AmeriCorps members.

In late 2020, UWSC joined with other nonprofits and schools to plan for supporting students in Summer 2021. We know many students are struggling and/or are behind in their academic progress. In addition, we know that many students are experiencing anxiety and/or depression, as well as disengagement with school and social activities.

**Project Goals and Scope of Services:**

The goal of this project is to collaborate to support students with academic achievement, social and emotional health, and enrichment and recreation to build engagement by expanding and enhancing existing programs in our region. In order to make this aim a reality, we are seeking grant research and writing support over the next few months to help us secure funds for this collaborative effort. Specifically, we are seeking the following services (time estimates are approximate and even faster production times are desirable):

### PHASE I – Research Grant Opportunities (estimated time required 20-30 hours – March 2021)

- Participate in Introductory Meeting with a subgroup of Team UP for Summer participants to learn more about the project and participants.
- Review materials and data already created by the group to be informed about project details
- Review a Baseline Information packet that will be provided with a summary of the project and supporting documents to be used for proposals (e.g. copies of audits, board member lists, financial statements, etc.)
- Use existing contacts, research known funders, use grant opportunity databases, and build new contacts to create an extensive list of potential funding sources for the Team UP for Summer collaborative. Funds may support the project overall or individual pieces/partners in the project.
- Prioritize the opportunities and provide recommendations on which should proposals should be attempted.
- Review provided list of participants' existing funding relationships to help avoid conflicts and to maximize relationships
- **DELIVERABLE:** provide a report with recommendations and prioritization of grant opportunities

### PHASE II – Write/ Prepare Grant Proposals and Continue to Seek New Grant Opportunities – approximate hours TBD. If Phase I goes well, we will seek to hire for Phase II (March –June 2021 estimated)

- Work collaboratively with Team UP for Summer to choose grants to pursue.
- Recommend sources and assist in gathering existing community data as needed to help write backgrounds and support grant requests.
- Take the lead on writing the grant proposals and submitting them on time on behalf of UWSC (backbone) or individual participating organizations (whichever is most appropriate).
- Attend regular meetings of the collaborative (currently monthly, could be weekly) to remain informed.
- **DELIVERABLE:** Submitted grant proposals. Report back to the collaborative with activities, progress, and results of the efforts.

#### **Expectations:**

We are seeking an individual or organization who can demonstrate strength in the following areas:

- Previous grant-writing experience and success
- Strong organizational skills
- High level of accountability with timelines and deliverables
- Highly skilled in Google or other electronic platforms to manage the work across multiple participants
- Task master who is not afraid to keep the collaborative accountable
- Ability to start with the end in mind
- Excellent time management

**Elements of Proposal (Arial font 11 pt. or larger, 1 inch margins, single or double-spaced):**

- 1) Cover letter
- 2) Resume or brief background of organization
- 3) Main Proposal – please describe how you would carry out this project. Be sure to address all of the following (4 page maximum)
  - Please describe skills and/or assets your organization possesses that qualify you to carry out this work. Please also include your availability to take on this project.
  - Please describe your experience with grant opportunity research and writing.
  - Please briefly describe your knowledge about the following topics: substitute teaching, tutoring, and student engagement.
  - Please describe a previous project in which you were required to work in a highly collaborative environment and describe the outcome of that collaboration.
  - Please list key staff who you anticipate would be involved with this project and describe their experience and skills.
  - Please include your all-inclusive hourly rate to serve as an independent contractor for this project. Please explain what your rate includes (and perhaps what it does not include). If your rate would differ between Phase I and Phase II, please make that clear and explain.
- 4) Please attach a sample of a previous grant proposal you have submitted.

**Evaluation Criteria:**

Proposals will be evaluated primarily on the following factors: grant writing and researching experience and success, demonstrated ability to work in a highly collaborative environment, accountability and organizational skills, and knowledge of educational programs.

**Possible Roadblocks:**

Although we do not anticipate any major obstacles in this project, we recognize the fact that the timeline for the project is fairly aggressive.

**Budget:** The overall budget for this project will adapt to the number of grant writing opportunities available and the financial capacity of the collaborative.

**Anticipated Selection Schedule:**

Proposals are accepted on a rolling basis and will be considered until we select a contractor or decide to halt the search. Applicants are encouraged to apply as soon as practical, before March 15 is ideal.

**Method of Submission:**

Email all proposal elements to Lynn Urban, [lynnu@unitedway-swco.org](mailto:lynnu@unitedway-swco.org). If you do not receive an email confirmation within 24 hours of submission, please call 970-903-3815. Verifying receipt is your responsibility.

**Approximate Project Timeline:**

Mid-late March 2021: Contractor selected, contract executed

Mid-late March: Introductory meeting takes place and baseline materials are shared

March 31: Phase I report with recommendations complete

April – June: Phase II activities

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**Questions:**

Please contact Lynn Urban using the information on page 1 of this Request for Proposal.