



Request for Proposals (RFP) for Grant Writing Services

August, 2024

The Mendocino Coast Recreation & Park District (MCRPD) requests proposals for grant writing services for the calendar years 2024 & 2025.

Applications will be considered from both firms and individuals.

Overview

Mission

The mission of the MCRPD is to provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone, through active play, community enrichment, programs and events.

History

The Mendocino Coast Recreation and Park District (MCRPD) was formed in 1973 with the original boundaries encompassing 20 square miles around Fort Bragg. MCRPD is a public agency existing under and pursuant to the Constitution and laws of the State of California, with an elected five-member Board of Directors.

In 1982 the District was expanded to include the area served by Mendocino Unified School District (MUSD). In 1989, residents of the Point Arena area requested that MCRPD initiate proceedings to incorporate the Point Arena School District into MCRPD, and annexation of the South Coast followed. Most recently, in 2008, the MCRPD annexed the remainder of the Fort Bragg Unified School District to include the village of Westport.

Scope of Work

The contracted work is to include grant proposals/applications for Grants to support MCRPD recreation activities, programs, events equipment, facility improvements possible future projects.

The Grant Writer will work closely with the District Manager to:

- Creating complex proposals from diverse funding sources.

- Skills in demographic data collection and analysis.
- An entrepreneurial approach to funding development.

Previous experience should include:

- Working in the philanthropic arena of rural areas.
- Previous personal and/or professional experiences in rural communities or communities that serve a large area of poverty residents.

Fee Schedule

The fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff; and C) Clerical staff. The cost will be based on the projected hours of work provided. The contractor will invoice and be paid per application

Award

The District plans to award the contract by September, 19th. The District will then mutually discuss the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to: Kylie Felicich, District Manager at kfelicich@mcrpd.us

Statement of Non-Commitment

Issuance of this RFP does not obligate the District to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Application Requirements

To apply submit the following:

1. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
2. Clear demonstration of the applicant's knowledge of, and experience with rural communities.
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.
4. Schedule of proposed fees.
5. A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work.
6. Proposals must be submitted by 5PM, Friday August 30th, 2024, in one PDF file to Kylie Felicich, District Manager at kfelicich@mcrpd.us
7. Total proposal should be no longer than 8 standard letter-sized pages. Proposals not meeting the criteria outlined in the RFP will not be considered.