REQUEST FOR QUALIFICATIONS (RFQ):

Grant Writer

DATE OF ISSUE: July 3, 2023
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PURPOSE
Family League of Baltimore (Family League) is requesting responses from professional grant writers. Through this Request for Qualifications (RFQ), Family League is seeking to identify a pool of qualified applicants who can assist Family League in pursuing new grant award opportunities from City, State, and Federal agencies and new discretionary funds. Qualified applicants identified through this RFQ may be asked to enter into a consulting Professional Services Agreement (PSA) with Family League to provide grant writing services (on an as-needed basis).

BACKGROUND
Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League’s work is guided by, and its success is defined by its ability to address, the State of Maryland’s 8 Child Well-being Results. We work to ensure that babies are born healthy; children are healthy; children enter school ready to learn; children are successful in school; youth will complete school; youth have opportunities for employment or career readiness; communities are safe for children, youth, and families; and families are economically stable.

As a careful steward of the funds awarded by the City of Baltimore, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore’s children, youth, and families and hold three key roles in the community: programming and grantmaking, coalitions and collaborations, and policy and advocacy.

Family League’s Commitment to Equity and Inclusion
Family League is committed to strengthening Baltimore City-based businesses and incorporating a focus on equity and inclusion in its procurement process. It is the policy of Family League to provide all Baltimore City-based small, minority and/or woman-owned or -led businesses and other historically underrepresented and underutilized business enterprises the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

DEFINITIONS
- **Grant Writer**: The Grant Writer will conduct research on prospective funding opportunities, draft, and submit proposals to assist Family League in the pursuit of new funding. The Grant Writer will meet proposal deadlines by establishing priorities and target dates for information gathering from internal and external contributors. Funding opportunities may include City, State, and Federal grants, and private funding through discretionary grants.
- **Discretionary Grants**: Offered by foundations or private philanthropy, discretionary grants are awarded through a competitive application process. This can happen during scheduled grant rounds or solicited (invite-only) grant opportunities. Grant committees review each application to determine how funding is distributed based on criteria established to fulfill the charitable mission of the fund.
PROJECT DESCRIPTION
Family League is currently working to operationalize recommendations in our strategic plan, Transformation 2024. Through Transformation 2024, Family League has a new Bold Goal: Powered by and in partnership with community, we will address inequities in education, health, and economic opportunity through an anti-racist lens to ensure that positive outcomes can be a reality for all Baltimoreans. To advance this goal, Family League has three strategic priorities: Organizational Structure and Culture; Role in the Community; and Revenue and Finance. We currently support investments across the cradle to career continuum. This project is supporting Family League with diversifying revenue streams to broaden efforts to respond to community needs and advance systematic change, and with increasing discretionary funding to respond to organizational, administrative, and operation’s needs.

Family League is interested identifying a grant writer who will engage in the following activities:
• Conduct research on prospective private funding opportunities (e.g., corporations and foundations) and public funding opportunities (City, State, and Federal), with a particular focus on Federal grant opportunities.
• Draft and submit proposals for public and private funding to assist Family League in the pursuit of new funding; and
• Meet proposal deadlines by establishing priorities and target dates for information gathering from internal and external contributors.

PROJECT GOALS
Family League has identified the following goals for the grant writing services project:
• Identification of new funding opportunities for Family League to pursue. These prospects should include private funding with an emphasis on general operating and discretionary resources and public funding with an emphasis on Federal funding that enhances our current investments.
• Increased revenue for Family League, specifically new revenue streams.
• Expanded partnerships with funders.
• Development of templates that can support Family League’s continued resource development efforts.

GRANT TERMS & APPLICANT ELIGIBILITY
Contract Award Amount: Anticipated Award Amount not to exceed $24,000.00 contract not-to-exceed amount is $24,000.00.

Contract Performance Period: Contingent upon available funding, the anticipated period is August – June 30, 2024. Contract performance period, scope of work, and budget will be finalized during the contract execution period.

Interested individuals or organizations must:
• Have at least 2-5 years of grant writing experience in a government, academic, nonprofit, and/or scientific setting.
• Be able to demonstrate a proven track record in grant writing with success in securing funding targets from private and public funding sources. Experience with public funding must include Federal grants.
• Have significant familiarity with the Federal and State grant funding processes.
• Have exceptional writing skills with the ability to concisely “translate” data and complex concepts
into plain, easily understood language.

- Have strong organizational skills and the ability to meet deadlines.
- Demonstrate excellent communication and interpersonal skills, and have previous experience engaging effectively with senior leaders, staff, and partners during the proposal design, development, and review phases.
- Demonstrate solid analytical and advanced writing and comprehension skills.

**SUBMISSION REQUIREMENTS**

Applicants are required to submit proposals through FUNDINGtrack, Family League’s online grants management system accessible through https://flb.fluxx.io. Submission must be completed by the date and time specified in this RFQ and in the FUNDINGtrack application. The deadlines will be strictly enforced. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. Hard copies, emailed copies, and late submissions will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFQ or to withdraw this RFQ at any time prior to contract award. Family League shall not be bound by or liable under this RFQ and/or any response thereto until a final written contract has been executed by Family League and the grantee incorporating the terms and conditions of the award.

Applications accepted on a rolling basis through 4:00 PM EST on Friday, July 28, 2023.

**Registration**

All applicants must be registered in FUNDINGtrack. This is done by selecting the “Register” link on the portal’s home page, found here: https://flb.fluxx.io. Applicants will receive login credentials via email within three business days of submission of the registration form. Applicants are highly encouraged to register early.

**Organization Information and Documentation**

The Organizational Profile enables all registered users of FUNDINGtrack to provide the key business and contact information needed from partners. All registered users should fully complete the requested information and upload the due diligence documentation required in this RFQ.

**Help using the Online Application**

For questions or problems, contact Family League’s Help Desk at support@familyleague.org, Monday through Friday, 8:30 am to 4:30 pm.

**RFQ Components**

- Applicants must provide as separate attachments the following:
  - **Cover Letter**: On the Applicant’s official letterhead, provide a cover letter summarizing the Applicant and its interest in this opportunity. The cover letter must include the following items:
    - The organization’s name and primary mailing address;
    - Information on whether the Applicant is a minority-owned business, a woman-owned business, and/or a Baltimore-based business;
    - Applicant’s experience with grant writing and success rate with securing funding from public and private funding sources. Experience with public funding must include Federal grants;
    - Applicant’s familiarity with the Federal and State grant funding processes;
    - Applicant’s experience writing grants on behalf of intermediary organizations;
- Description of how Applicant will meet the Project Goals outlined in the RFQ;
- On-going, as-needed availability for the scope of work (hours per month); and
- Advanced notice required prior to commencing work.

- **Resumes of Key Personnel:** Applicant should provide resumes for all individual(s) who will be engaged in the work for the proposed project.
- **Work Sample:** The work sample should be of a successful grant proposal (with appropriate redactions). If the applicant cannot provide a past successful grant proposal, they may submit a relevant work sample.
- **Proposed Budget:** Applicants should provide a proposed cost structure for grant writing services, including all work effort and assumptions used to inform cost structure calculations. The budget that is included should cover the entire anticipated contract performance period.

**Communication Regarding RFQ**
To maintain fairness in the process, inquiries concerning this RFQ, including questions related to technical issues, are to be directed through email to fundedpartnerships@familyleague.org. Communication by telephone or in person will not be accepted.

**Inquiries or requests for clarification submitted prior to 4:00 pm on Friday, July 14, 2023 (EST) will be addressed in writing and available on Family League’s website at www.familyleague.org no later than Friday, July 21, 2023. All proposal responses must be received by the deadline on Friday, July 28, 20**