

Young Caregivers Association



Request for Proposal

GRANT WRITING & PROPOSAL DEVELOPMENT
#FIN 2021-02

December 2021

Purpose:

Young Caregivers Association (YCA) is requesting proposals for grant writing and proposal development to provide support for its capital projects and ongoing operations. Proposals will be accepted from individuals or organizations.

Background:

Our work began in 2003 when the Young Caregivers Association was created as a special project of the Alzheimer Society of Niagara in response to the children and youth they identified as participating in the caregiving of a loved one with dementia. Today, we run in person and virtual programs and services for young caregivers across the regions of Haldimand, Norfolk, Brant, Hamilton, Niagara and beyond. YCA is a Not for Profit organization and a registered Charity in Canada.

Our success is made possible by the generosity of our partners, donors, and dedicated volunteers. We are currently in the midst of a transition, expanding and diversifying our services. Our goal is to bridge the gap between the exceptional level of service and the funding received by Ontario Health West. In order to make this possible as part of our five year strategic priority plan our focus lies with obtaining grants, fundraising and donations.

Currently YCA receives over \$730,000 in grants.

Scope of Work:

Young Caregivers Association seeks a Grant Writer and Proposal Developer with a proven track record for writing, submitting, securing, reporting, and closing grants for both ongoing non-profit and charitable operational programs, and new capital projects and purchases. Experience with young and mental health, caregivers, social services, and/or health care is an asset. The successful applicant will have experience managing the full grant cycle with funders from government (all levels), corporate, and private foundations.

The consultant's responsibilities will include:

1. An initial meeting with Young Caregivers Association to align on scope, priorities, work plan, and deliverables prior to grant application processes.

2. Guided review of organizational documents including the strategic plan, annual report, audited financial statements, and other governing documents.
3. Research and identify funding sources that prioritize young and mental health, caregivers, social services, and health care or capital projects and construction.
4. Identify a short list of funding sources that represent the highest probability of success and review with Young Caregivers Association.
5. Draft application, budgets, and manage the collection of additionally required documents such as letters of support, collaborative agreements, etc.
6. Track and report on funding sources, short lists, submitted applications, approved applications, and reporting requirements.
7. Draft interim and final reports to funders.

Submission Requirements:

1. All proposals should be submitted electronically in PDF or Word to:

Sonja Bovan, CPA, CA
Treasurer
finance@youngcaregivers.ca
2. Proposals have a 10-page maximum. For ease of reading, please use 1.5 spacing and 12-point font size.
3. Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal.

All proposals must include:

1. A cover letter.
2. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project.
3. Describe in detail your experience writing and submitting government, corporate, private foundation grants. Clear demonstration that the consultant has familiarity/knowledge of relevant sectors for specific programs and/or capital construction in general.

4. A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks.
5. A commission fee percentage of the successfully approved and guaranteed amount of the grants is preferred. Please note that YCA is open to suggestions and recommendations of other pay structures. The proponent must include in their proposal the percentage of the grant commission they will charge or other suggestions or recommendations.
6. Two (2) references from clients for whom the consultant has performed similar services.

Proposed Evaluation Criteria:

All accepted proposals will be reviewed by an evaluation committee comprised of two Board of Director members and the Executive Director and will be evaluated and scored using the following criteria:

1. Knowledge of grant opportunities, funding sources and associated regulations for government, corporate and private foundation grants on young adults, youth, social services, health care or capital projects and construction. (40 points)
2. Successful track record of acquiring grant funding for organizations of a similar size and mission. (40 points)
3. Fee/Commission. Please note a commission structure is preferred but we are open to suggestions and recommendations. (20 points)

Schedule:

The selection of the grant writer and proposal developer is expected to proceed as indicated below:

1. November 23, 2021: RFP Release
2. December 6, 2021: Proponent deadline for questions
3. December 13, 2021: Deadline for YCA to issue addenda
4. December 27, 2022: Closing Date – Proposals due before 4:00 PM
5. January 7, 2022: TBD if necessary finalist interviews
6. January 11, 2022: Proponent selected
7. January 17, 2022: 1-year contract begins

Invoicing:

The consultant will submit invoices upon the successful approval and guarantee of the grant.

Terms & Conditions:

Issuance of this RFP does not commit Young Caregivers Association to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.