

North Shore Community Action Programs

REQUEST FOR PROPOSALS

North Shore Community Action Programs (NSCAP) is seeking the services of a qualified consultant to assist in researching and writing grant proposals in support of existing programming at NSCAP. This application is to be submitted electronically, and will thoroughly respond to all questions in a way that demonstrates prior success in grant writing, and knowledge of North Shore grant makers.

North Shore Community Action Programs is the designated anti-poverty program serving Peabody, Beverly, Danvers, and Salem as well as surrounding communities on the North Shore of Massachusetts. It is a 501 (c) 3 not for profit corporation. NSCAP is a multi-service agency, providing services that are funded through federal, state and private entities. Its programming includes emergency family shelter, rapid rehousing for chronically homeless individuals, homelessness prevention services, legal assistance to people in Housing Court, fuel assistance, home energy conservation, English for Speakers of Other Language, workplace education, and home health care.

SCOPE OF SERVICES

The consultant must be able to perform the following tasks:

- Meet with the Development Coordinator and Executive Director to identify the financial support needed for current programs as well as new potential projects.
- Research and identify grant opportunities that would support the work of NSCAP's existing programs, particularly those programs with matching-funds requirements or which are operating at a short fall.
- Develop a timetable that prioritizes which program funding needs are most pressing.
- Write grant proposals with feedback from the Executive Director, Development Coordinator, or individual Program Director as appropriate.

Targeted goal for successful grant funding is \$50,000 raised before September 30, 2018.

The selected Consultant will present DRAFT grant applications to the Executive Director no less than one week in advance of the due dates for review and revisions. After completion of the draft application, NSCAP staff will provide prompt feedback on what has been written. The Consultant will be expected to include corrections and reasonable modifications in the final application

CONSULTANT QUALIFICATIONS

The consultant should be able to demonstrate prior, successful experience in acquiring grants, preferably in one or more of the fields that NSCAP provides service. The targeted services are homelessness prevention, legal assistance to prevent eviction or homelessness, adult basic

education, English for Speakers of Other Languages, weatherization services, and fuel assistance.

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall provide pertinent background information on the consultant firm and/or individual, and shall specify the names of the individual(s) who will work directly with NSCAP on the development and submission of the grant applications.

To demonstrate an understanding of the scope of services, the Consultant shall provide a project outline and timeline for development of potential funders.

In the event that this is the first time that the consultant is presenting a Proposal to North Shore Community Action Programs, the consultant shall provide at least three references from prior public or non-profit clients for similar work. This shall include information on appropriate contact persons. If the consultant has worked previously with North Shore Community Action Programs within the last three years, such references will not be required.

In the submitted proposal, the Consultant shall indicate the lump sum cost of providing grant writing services as indicated above. A breakdown of the costs by task will assist in the review of proposals but is not required. NSCAP reserves the right to reject any and all proposals, and to waive any formalities in the bidding process.

Electronic submissions will be accepted.

Proposals are due by 1:00 P.M. on 7 March 2018 to

North Shore Community Action Programs
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Peabody, Massachusetts 01960
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