



CITY OF ROSLYN

National Historic District and Preserve America Community

REQUEST FOR PROPOSAL (RFP) FOR A GRANT WRITER FOR THE CITY OF ROSLYN

The City of Roslyn is seeking proposals for a Grant Writer with experience in writing for capital improvements and historic restoration projects.

SCOPE OF WORK

The City of Roslyn seeks a Grant Writer in the following areas but not limited to: 1) research on grants available for renovation of historic buildings; 2) write grants to capture funds for the completion of renovations; 3) assist in completion of applications and contracts associated with grants.

SUBMITTAL FORMAT & CONTENT

All responders are required to follow the format specified below. Applicants shall base their submittals on the "Scope of Work".

- 1.) **Cover Page.** The proposal shall include the request for proposal title, submittal due date, and name, address, fax number, email address (if applicable), and telephone number.
- 2.) **Resume: Qualifications and Experience.** This section will contain a description of the Applicant's educational background, training, and experience in grant writing. A list of grant sources applied to (both funded & unfunded grants) from 2010 – 2012 is preferred.
- 3.) **Certification.** The respondent will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
- 4.) **Contract Price.** Applicants shall list their rates.

SUBMITTAL SCHEDULE & PROCESS

The evaluation of submittals will adhere to the following schedule. Dates shown are subject to change.

Distribution/Advertisement: March 15 – March 31, 2012

Submittal Deadline: April 2, 2012

Successful Applicant will be notified by: April 25, 2012

Submittals may be made in person or via mail to the address listed below. Five (5) originals of the submittal must be received no later than 4:00pm on April 2, 2012 to:

Attn: Amber Shallow, Clerk - Treasurer

City of Roslyn, Grant Writer RFP

PO Box 451

100 E Pennsylvania Ave

Roslyn, WA 98941

Copies received by FAX will **NOT** be accepted.