



*Serving our community since 1996.*

## **Request for Proposal** Grant Writing Services

### **Closing Date:**

January 1, 2021  
3:00 p.m.

### **Closing Location:**

Sharing Ministries Food Bank  
49 N. 1<sup>st</sup> Street  
Montrose, CO 81401

Further requests for information may be directed to:

Oneda Doyal  
Executive Director  
Sharing Ministries, Inc,  
[doyal@bresnan.net](mailto:doyal@bresnan.net)  
(970) 240-8385

## **INTRODUCTION:**

Sharing Ministries, Inc. is seeking the services of an experienced grant writer that will identify, research, assess, develop, prepare, and report grant submissions. This is a contract position and the chosen candidate will work closely with the Executive Director.

## **OVERVIEW:**

Sharing Ministries, Inc. is a leading nonprofit organization in Montrose Colorado which distributes supplemental food to low/mid income families and other nonprofit organizations in five counties on the Western Slope. Sharing Ministries' distributes over 400 tons of food per year to average of 5,500 client visits per month. The mission of Sharing Ministries Food Bank is to provide nutritious food to those in need while facilitating education about healthy living and a connection to other community resources. Sharing Ministries, Inc. was established in 1996 as a 501c3 faith based non-denominational food bank and has experienced a tremendous amount of growth since its humble beginnings. In 2008, Sharing Ministries Food Bank started seeing a greater demand for our services and by 2015, it was hard to keep up with the demand due to our location. In 2016, Sharing Ministries, Inc. campaigned and raised \$1.6 million for a new warehouse and in April of 2017 we moved into the new warehouse. We continue working toward our vision of making sure everyone in Southwestern Colorado will have access to nourishing food that is provided in a manner that promotes compassion, self-sufficiency, self-respect, and the dignity of the individual.

## **SCOPE:**

Sharing Ministries Food Bank seeks a seasoned grant writer with a proven track record in writing successful proposals to help increase our grant and foundation support for operations and future services and projects. Sharing Ministries Food Bank has an established list of funders that have supported the organization for several years. The chosen candidate will work closely with the Executive Director and build upon this base. Previous experience working in the philanthropic landscape of the Western Slope preferred.

## **GRANT WRITER'S RESPONSIBILITIES WILL INCLUDE:**

- 1) Ongoing Grant prospect research (Including Sponsorship opportunities)
- 2) Craft grant proposals, letters of intent, reports, etc.
- 3) Demographic data collection and analysis
- 4) Consistent and clear communication with management about grant prospects, proposal and reporting requirements and deadlines.
- 5) Development and maintenance of grant templates, materials, and calendars
- 6) Professional and confidential management of grant records, organizational documents, and data
- 7) Provide updated reports on the status of grant applications
- 8) Provide status and final reports on successful grant applications.

## **SHARING MINISTRIES, INC RESPONSIBILITIES WILL INCLUDE:**

- 1) Provide history and background information in general
- 2) Provide background information for projects
- 3) Provide a list of all current and past funders
- 4) Provide consistent and clear communication

**SUBMISSION INFORMATION:**

All proposals must provide the following information:

- 1) Cover Letter
- 2) A narrative and resume' explaining the experience and qualifications of the applicant. It should detail the applicant's experience with submitting government, corporate, and private foundation grants.
  - a) Types of organizations to which the applicant has provided services and examples of programs supported by the grant writing.
  - b) Examples of grant sources from which the applicant has successfully obtained funding (please be specific with foundations, amounts, and purposes of the grants)
  - c) Clear demonstration of applicant's knowledge of and experience with demographic data.
  - d) Clear demonstration of applicant's knowledge of and experience with non-profits.
- 3) An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 4 pages and should not contain confidential information.
- 4) An outline of proposed fees.
- 5) Please provide three (3) references from clients where the applicant has successfully performed similar work.
- 6) Detailed Cost Proposal for all services to be provided.(All Inclusive Breakdown of fees)

Questions and/or submissions may be submitted to the address or e-mail address outlined on the cover of this Request for Proposal.