



Request for Proposal (RFP) for Grant Writer

Purpose: St. Francis Mission is requesting proposals for a Grant Writer contractor (individual or organization) to provide grant writing, proposal/application, and grant reporting support to St. Francis Mission.

Background Information

St. Francis Mission is a Jesuit founded organization working with the Lakota people on the Rosebud Reservation. St. Francis Mission operates multiple programs focused on Wellness, Community, and Leadership. These programs include the Buechel Lakota Museum, Dental Clinic, Recovery Centers, Suicide Hotline, Sapa Un Catholic Academy, Religious Education and youth group, and five parishes across the reservation. St. Francis Mission has identified a need to increase grant funding (institutional philanthropy, family foundation, and federal grants), to support the annual fundraising goals of \$4,000,000.

Scope of Work

St. Francis Mission seeks a Grant Writer with a proven track record for writing, submitting and securing grants of \$20,000 and above. Successful applicants will have submission experience for government and/or private foundation grants. The consultant's responsibilities will include:

1. Researching potential grant opportunities
2. Tracking an annual grant opportunities calendar
3. Writing and submitting grant proposals
4. Collaborating with program managers to create the application narrative and budget for the application
5. Complete and submit all grant reports on time and collaborate with program managers for accurate reporting
6. Managing grants management database (Fluxx) to ensure that all grant proposals, grant awards, and reports are housed in Fluxx along with the reporting deadlines
7. Collaborate with financial management team to ensure budgets are shared with the finance team and that financial reports are completed.

Submission Requirements

1. All Proposals should be submitted electronically in PDF to Fr. James Kubicki, S.J. at frjkubickisj@gmail.com.
2. A cover letter.
3. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project.
4. An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
5. Three (3) references from clients for whom the consultant has performed similar services.
6. Costs for a monthly grant writing retainer and hours provided.