

Military Child Education Coalition®

Request for Proposals (RFP) for Grant Writing Services

Purpose:

The Military Child Education Coalition (MCEC) seeks a qualified grant writing consultant or firm (herein referred to as consultant/consulting firm) to secure grant funding from foundations, governmental agencies, and other grant-making organizations focused on serving military-connected students and families. This project will include prospect research, grant writing, and partnering with the MCEC Advancement team members to develop funding relationships. The period of performance is the fiscal year Oct 2023-September 2024.

Overview:

The Military Child Education Coalition is a global 501(c)(3) non-profit organization. Our mission is to support all military-connected children by educating, advocating, and collaborating to resolve education challenges associated with the military lifestyle.

Founded in 1998, MCEC serves the over four million military-and-veteran-connected children who may transition between 6-9 times during their education career. MCEC is a professional coalition with a diverse community consisting of public-school districts, private schools, colleges and universities, small businesses and corporations, organizations, military commands and installations, military families, and caring individuals from local communities across our Nation ... all for the sake of the child.

Our Goals:

The enduring strategic goals that the Military Child Education Coalition seeks are:

- Military-connected children's academic, social, and emotional needs are recognized, supported and appropriate responses provided.
- Parents, and other supporting adults, are empowered with the knowledge to ensure military-connected children are college, workforce and life-ready.
- A strong community of partners is committed to support an environment where military-connected children thrive.

Scope of Work and Deliverables:

The expected scope of work will include:

- Develop and write grant proposals to corporations, foundations, governmental agencies, and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- Research and identify public and private funding opportunities in multiple areas including but not limited to military/veterans, business development/incubation, technology support, education, community development, etc.
- Assemble and send proposals and grant applications, including letters of intent, proposals, budgets, and presentations to the Director of Development for review, editing, and submission.
- Help maintain Advancement Calendar to ensure timely submission of applications, reports, etc.
- Submit timely and accurate reports as assigned by the Director of Development for existing grant funded projects.

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- Prioritize projects to keep everything moving in a timely manner, meet deadlines and manage supplemental materials required by funders.
- Communicate consistently with Advancement team with efficiency and accuracy regarding progress and/or delays.
- Engage in creative thinking to provide high value to clients.

The Grant Writer will work closely with the Director of Development and Vice President of Advancement.

Timeline:

Anticipated start date is 1 October 2023.

Application Process

Applicants for this grant writing contract should possess a recent track record of securing public and private grant funding for organizations of comparable size and scope.

Applications should include:

- Evidence of the consultant/consulting firm's qualifications to provide the requested grant writing services.
- Documentation of success in securing results via competitive proposals, including results over the past two years.
- Experience of consultant/consulting firm with nonprofit clients comparable in size and scope to MCEC.
- Clear demonstration of the applicant's knowledge of, and experience with military community.
- Project plan that demonstrates a clear understanding of the work to be performed, approach to meet with deliverables, and timeline for completion
- Outline of deliverables to be provided, including estimate of number of proposals to be submitted
- Proposed fee structure with time and cost projection
- References and contact information from two comparable current or former clients
- An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.

Fee Schedule

The fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed price breakdown. The cost will be based on the projected hours of work provided. The contractor will invoice and be paid per application.

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Award

MCEC plans to award the contract by 21 September 2023. MCEC will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to Lee Ann Deal, Director of Development at LeeAnn.Deal@MilitaryChild.org.

Statement of Non-Commitment

Issuance of this RFP does not obligate the MCEC to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Submission Deadline

Proposals must be submitted by 4:00 p.m. on Friday, 8 September 2023 in one PDF file to Lee Ann Deal, Director of Development at LeeAnn.Deal@MilitaryChild.org.

The submitted proposal should be no more than 8 standard letter-sized pages. Proposals not meeting the criteria outlined in the RFP will not be considered.