



## **ASSOCIATION ON AMERICAN INDIAN AFFAIRS**

Protecting Sovereignty ◦ Preserving Culture

Educating Youth ◦ Building Capacity

SINCE 1922

### **REQUEST FOR PROPOSAL**

#### **Grant Writer**

#### **I. Who we are**

The Association on American Indian Affairs is the oldest non-profit serving Indian Country protecting sovereignty, preserving culture, educating youth and building capacity. The Association was formed in 1922 to change the destructive path of federal policy from assimilation, termination and allotment, to sovereignty, self-determination and self-sufficiency. Throughout its 96-year history, the Association has provided national advocacy on watershed issues that support sovereignty and culture, while working on the ground at a grassroots level with Tribes to support the implementation of programs that affect lives on the ground.

#### **II. Statement of Purpose**

As the Association prepares to enter its next 100-years of operation, we want to insure our infrastructure meets the needs to achieve our Vision: “A world where Native American cultures and values are lived, protected and respected.” Ensuring long-term financial sustainability is paramount to our success. We wish to engage an experienced grant writer to provide expertise and assist in the continued development and sustainability of the Association. The grant writer is expected to have experience working with Indian Country and with Tribal government and foundation grant writing. The Association is not necessarily looking for federal grants. The grant writer will be a contracted position for a term to be agreed on by the parties and may not be a permanent full-time employment position. *Preference will be given to grant writers who can work on-site at the Association’s office in Rockville, Maryland. However, costs and timing for travel for a non-local grant writer should be included in the budget proposal.*

#### **III. Duties and Responsibilities**

The grant writer selected will be responsible for providing the following services:

- Gain familiarity with the Association’s programs and strategies
- Develop grant proposals to fund projects in three general areas:
  - Capacity Building and Infrastructure
  - History project and possible film documentary
  - Program funding
- Develop infrastructure for the Association to maintain a regular grant writing cycle and success in grant writing
  - Develop a database or listing of grant resources and information that are relevant for the three general areas of grant funding
  - Maintain and update grants projections in AAIA’s grants database

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966 Hungerford Drive, Suite 30-A Rockville, MD 20850 (240) 314-7155 [General.AAIA@Indian-Affairs.org](mailto:General.AAIA@Indian-Affairs.org)

- Present periodic reports as required by Executive Team, Board of Directors and funders
- Train the key organization individuals on elements of a successful grant writing campaign and how to implement the grant writing infrastructure
- Support the development of written reports as needed as part of the grant deliverables
- Maintain excellent oral and written contact with Tribes, donors, foundations and organizations for the purpose of advancing grant writing efforts

#### **IV. Term of Contract**

Initial contract will be for a term agreed on by the parties. Please provide a term for this project in your proposal. It is anticipated that this contract could be an annual contract.

#### **V. Cost Proposal**

Grant writers are requested to submit a proposal that includes either a fixed rate for services, an hourly rate for services, or a combination of the two. If there are other alternative proposals for costs, the Association is open to develop an appropriate cost structure. The selected grant writer will be paid net 15 monthly upon an approved invoice. Any adjustments, additional \_\_\_\_\_ expenditures, or other service outside of the scope of a final agreement between parties must be pre-approved.

#### **VI. Proposal Contents**

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- Section 1. Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2. Scope of work/description of services and approach to grant writing and the services to be provided.
- Section 3. Qualifications: Summary of previous similar work pertaining to Tribal grant writing and experience working in Indian Country.
- Section 4: Attachments:
  - o Cost Proposal: Budget and narrative (include if and when there will be travel)
  - o Resumes: For key personnel working on this project
  - o Professional References: At least 3 references for which proposer has performed similar work, including telephone, email and address information
  - o Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

#### **VIII. Selection Process**

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers.

#### **IX. Proposal Submission**

Proposals must be submitted by email to [general.aaia@indian-affairs.org](mailto:general.aaia@indian-affairs.org), Attn: Kristy Garcia. Questions can also be submitted by email or by calling Kristy Garcia at 240.314.7155.

**Complete proposals** are due by 5:00 pm EST on Monday, February 4, 2019. It is estimated that a decision on the winning proposal, and the grant writer engaged for work to begin on February 25, 2019.

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