Request for Proposals for Grantwriting Contractor

The Northwest Community Land Trust Coalition (NWCLTC) is requesting proposals from contract grant writers to submit funding applications for operational funding, as further detailed below.

**RFP Deadline: Proposals Due 5 pm PDT August 5, 2022**

**Background**

The NWCLT Coalition connects individuals and organizations in the community land trust movement to provide professional support, to share knowledge and best practices and to work together on common goals. The Coalition represents members in Montana, Idaho, Alaska, Washington, and Oregon.

The NWCLT Coalition creates an environment (in-person and on-line) for members to solve common challenges and inspires creative solutions that build organizational capacity and strengthen the industry. Members work collaboratively to promote and preserve permanently affordable homeownership opportunities.

The NWCLT Coalition educates CLT practitioners, board members, homeowners and community members about the unique aspects of shared equity (community land trust) homeownership.

We educate local, county, state, regional and federal governments to ensure funding is maintained. Together we advocate for policies that facilitate the development of shared equity homeownership.

The Coalition is governed and run by a working board. Core programs currently offered by the Coalition – including an annual conference, peer mentoring program and advocacy support -- are provided by volunteers. As the number of community land trust and permanently affordable homeownership organizations grow throughout our region, the Coalition needs a full time staff person to support the Coalition Board and implement Coalition programs.

In 2022, the Washington State Legislature set aside $1 million for capacity building for community land trusts and permanently affordable homeownership programs. Although the Coalition is likely to be on a team that accesses these funds over the next year, this is not a guaranteed source of operating support for the Coalition long-term. The grant contractor will work with the Coalition Board to raise funds for operating support to sustain the compensation of one FTE staff position.

**Fee:** $7,500 for initial engagement; potential for renewal and extension
**Scope of Work**

- Assist the Board to clarify its organizational priorities and goals for operating funding for the next five years,
- Identify 7 to 10 possible grant funding sources other than Murdock Foundation and Catholic Campaign for Human Development (CCHD) which have previously been identified and need to be pursued,
- Write and submit applications to identified sources of funding,
- Collaborate with NWCLTC Board members in the development of grant applications
- Provide written monthly reports to the Board the Friday prior to each scheduled Board meeting along with current invoice. Reports will update all possible grants, status of applications, and timeline for grant decisions.

**Proposal Requirements**

The following information is required for proposals.

- Name of Applicant
- Fee schedule – number of hours provided within the scope of the fee
- Summary of Experience
- Experience with grant-writing for community land trusts, shared equity homeownership, affordable homeownership, affordable housing or similar
- Proposed approach to delivering on scope of work
- Professional References from organizations who have engaged your services

The contacts for this RFQ/RFP are:

- Marney McCleary/406-471-0079/mmccleary@rcac.org
- Kathleen Hosfeld/206-909-9442/kathleen@homesteadclt.org

For additional information, please contact us.