



Public Health Institute

Request for Proposal: Grant Writing Services

INTRODUCTION

The Public Health Institute (“PHI”) invites qualified candidates to submit proposals for contractual grant writing services. PHI is seeking to contract with several new grant writers with expertise in both the writing and pre-submission process for federal and state opportunities. Grant writers who also have expertise in philanthropic fundraising with corporate foundations are strongly encouraged to apply.

BACKGROUND

PHI is an independent, nonprofit organization dedicated to promoting health, well-being, and health equity with communities around the world. As one of the largest and most comprehensive public health organizations in the nation, we are at the forefront of research and innovations to improve the efficacy of public health.

PHI has the responsibility to support a varied and broad set of programs and awards that address the most pressing public health challenges of our time and present solutions that are complex, multi-sectoral and flexible. Our role as a fiscal sponsor is to offer a strong, enabling environment for programs that are innovative and catalytic as well as for programs that are scalable and transformative. With these parameters in mind, PHI seeks to build a roster of capable grant writers to support the work of PHI programs as necessary.

PROPOSAL CONDITIONS AND INFORMATION

Proposals must be received by November 30, 2023. Late proposals will not be considered. PHI highly encourages early submission of proposals. Please submit all questions regarding the RFP to the contact below.

Proposer shall submit one electronic version of the proposal including any supporting documentation addressed as follows:

Erica VanLandingham, Sr. Development Project Manager & Technology Specialist

Email: evanlandingham@phi.org

The subject line must clearly state:

Proposal Attached – RFP for PHI Grant Writing Services

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide PHI if it is awarded the contract and should be addressed in each proposal.

- Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of PHI or its programs, including the preparation of funding abstracts and production of technical narratives in collaboration with PHI or its programs.
- Review and edit proposal drafts

- On-call Grant or Funding Research – In addition to the areas defined above PHI or its programs may need assistance in funding needs analysis. Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support PHI's funding needs and priorities in the following technical areas:
 - Alcohol, Tobacco, Drugs & Mental Health
 - Capacity Building & Leadership
 - Chronic Disease Prevention
 - Communicable Disease Prevention
 - Data, Technology & Innovation
 - Disability Rights
 - Environmental Health
 - Global Health
 - Health Care & Population Health
 - Healthy Communities
 - Women, Youth & Children

PROPOSAL REQUIREMENTS

Bidders must submit a detailed proposal which includes, at a minimum, the following:

- List your experience in the identification and preparation of grants for nonprofits. Specifically, detail your experience with federal and state grants for public health agencies.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested and amount funded.
- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications)
- Describe your experience securing grants within the technical areas identified above (scope of work, bullet two)
- Include a copy of your resume or CV
- Please provide any information related to the name of the corporation, LLC, or business that will be used by bidders to contract for services
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.
- Describe in detail the fee structure you propose for providing grant writing services.

SELECTION

PHI will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, and ability to meet PHI's needs.

PHI reserves the right to reject any or all the proposals, to waive informalities in the proposals or the proposal process. PHI may interview bidder(s) prior to selection. PHI further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of PHI. Notice to bidders that selection may not necessarily result in a contract, but rather the potential to contract with PHI and its programs when the needs arise.