



**Consultant
Grant Writer
Boston Collaborative for Food & Fitness**

Request for Proposals

The Boston Collaborative for Food & Fitness (BCFF) seeks a consultant to assist in the development of a grant seeking system.

Purpose of Position

The Grant Writer is responsible to the Boston Collaborative for Food & Fitness (BCFF) Project Director and will assist with the writing and production of proposals for funding for BCFF's programs. This is a temporary, part-time position, June to October 31, 2011. Grant Writer may work from own location, but will be expected to periodically go to the BCFF office at the Boston Public Health Commission, 1010 Massachusetts Avenue, Boston.

Scope of Work

- Write case statements for BCFF major projects which can be used to develop grant proposals.
- Write and compile grant applications, in accordance with grant requirements.
- Coordinate fund development effort with the Development Department of the Boston Public Health Commission.
- Review the budget for which funding is sought and make recommendations to better present it to grant-making organizations
- Assist Project Director and BCFF Fund Development Committee to update the Prospects List.
- Determine proposal writing priorities together with the Project Director and the BCFF Fund Development Committee.
- Maintain a user-friendly system to track development activity including requests, responses and reports.
- Assist Project Director with grant tracking and funder reporting requirements.

The Grant Writer will seek assistance from and work with the Fund Development Committee of BCFF. Grant writing requires exceptional written and verbal communications skills, organizational skills, and computer proficiency. The ability to work independently and to meet deadlines expected.

Maximum available funds: \$14,000. Funds may be used for consulting hourly rate, mileage and reimbursement for supplies.

Timeframe: Contract is expected to be awarded by *July 5, 2011 and end October 31, 2011*. **Preference will be given to applicants able to accomplish major elements of work product during the first 30 days.**

Payment: Consultant will be required to enter into a standard Boston Public Health Commission (BCFF fiscal agent) contract. Payment will be made through reimbursement based on cost-reimbursement invoices detailing expenses per the approved budget. Brief report including key tasks accomplished for the billing period must also be included. Payment of final invoice will be contingent on satisfactory completion of deliverables.

Response Requirements:

1. Key staff. (no more than two pages) Describe how you will work on this project. Give the name, brief statement of qualifications and experience relevant to the requirements of this project, organizational affiliation and title, expected role in project, of all proposed consultants. Identify who will be the principal consultant(s). Reference at least three relevant projects that the principal consultant(s) have worked on that employed skills and knowledge relevant to this project, and at least one for other proposed individuals. Include experience, skills and knowledge related to both the type and methodology of work (fund development planning, developing tracking and prospect tools, etc) and the content (access to healthy food, active living, and built environment). Give at least three business references with contact information related to grant writing. If consultants are part of an agency or firm, give a brief organizational background.

2. Approach to and Scope of Work. (no more than two pages) Describe the approach that you will take to successfully accomplish this project and propose a timeline of major milestones. How would you propose to structure the sequence of tasks and activities? Include any key considerations or challenges that you will want to discuss with members of BCFF. Final project plan will be subject to negotiation and coordination with the Boston Public Health Commission. A final Scope of Work will be created to reflect the content of the application submitted, discussions among BCFF members and discussions with the selected Consultant.

3. Budget. (one page) Give the hourly rate and approximate distribution of hours expected. Itemize other expected expenses, including local travel, office supplies, and related expenses. (Assume that consultant will be doing copying for multiple small meetings but that major copying jobs and production of final report will be done by the BCFF) State the overall proposed project cost. Please note that the final budget, in terms of number of hours required for various components, may be subject to negotiation.

4. Other documents.

- Submit a relevant writing sample (preferably a product from a project with relevance to this proposed project).
- Submit resume.
- Submit references as described above.

All materials must be sent electronically as attached documents.

Submit responses by Tuesday, June 28, 2011 by 5 pm to:

Boston Collaborative for Food & Fitness

Attn: Karen A. Spiller

kspiller@bphc.org

Evaluation

Applicants will be considered based on experience, references and best value for BCFF.

About Boston Collaborative for Food & Fitness: (www.bcff-online.org)

The **Boston Collaborative for Food & Fitness (BCFF)** is a city-wide partnership working to improve community health through a comprehensive initiative addressing issues related to food and fitness. Our Mission is to transform Boston so that every resident can access and afford healthy, locally-grown food and enjoy public spaces and opportunities for active living. Our commitment to racial equity is the foundation for our core strategies. The Collaborative is comprised of dynamic individuals representing a diverse group of sectors, including healthcare, government, education, youth development, food systems, social services and residents.

The Boston Collaborative for Food & Fitness does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, or age.