

**CONTRACT POSITION: GRANT WRITER**

Open: April 12, 2024
Closes: May 17, 2024

DEPARTMENT: City Manager's Office

REQUEST FOR PROPOSAL (RFP)

The City of South Tucson is seeking proposals from qualified individuals or firms to identify possible grant opportunities, coordinate with City staff for the assimilation and compilation of information and data required to put forth a concise and complete grant application, prepare and submit the grant application, respond to questions and/or requests from the grant-making organization and monitor on behalf of the City the progression of the submitted application until such time the application is awarded or denied. The City intends to identify and select an experienced professional grant consultant with a proven track record of researching, developing, writing, preparing, and submitting successful grant proposals for federal and state government grants and private foundation grants. Details of responsibilities are described under "Scope of Services."

RFP SUBMITTAL DEADLINE

The deadline for receipt of sealed proposals is no later than 4:30 P.M. by May 12, 2024. Sealed proposals must be received by this deadline at the following location:

City of South Tucson
1601 S. 6th Avenue
South Tucson, AZ 85713
ATTN: City Clerk's Office

Questions pertaining to this RFP must be communicated in writing and be received via email before the submittal date. Questions must be sent to the email address below.

City Clerk: Veronica Moreno, vmoreno@southtucson.org

REQUIRED INFORMATION

Must provide examples of successful grant writing projects, including grants applied to, the purpose of the grant as well as grant award amounts.

SCOPE OF SERVICES

- Works closely with the City Manager's Office to provide ongoing status updates and reports and identify funding opportunities.
- Identifies grant funding opportunities and needs through federal, state, private and other sources.

- Conducts research, identifies grant funding opportunities, and researches, analyzes, and develops grant funding sources.
- Develop relationships and collaborate with external resources in the areas of grant development, training, and grant funding sources.
- Implements and monitors administrative procedures and controls for grant applications.
- Interprets and applies program/project requirements, monitors budgets, and writes reports.
- Respond effectively to inquiries and provide information regarding program requirements.
- Prepares and maintains a variety of written reports and related correspondence.
- Collaborates with and assists City departments in the identification of grant funds, grant writing, and the financial aspects of grant management and grant compliance.
- Establishes and maintains cooperative working contacts with the community and other governmental agencies to identify and coordinate joint funding grants.
- Prepares information on award nominations for public dissemination.