Request for Proposals – Grant Writing Services

Climate Action Pathways for Schools (CAPS) is seeking proposals to identify a qualified grant writing firm or consultant to secure grant support for our growing organization. This role is a fantastic opportunity to advance climate action within K–12 schools.

About CAPS
CAPS is an innovative California-based nonprofit organization. We partner with school communities to provide inspiring climate education programs and implement local projects that reduce greenhouse gas emissions while saving money for school districts. Through CAPS paid internships, California high school students are leading the fight against climate change and gaining hands-on experience for in-demand sustainability careers. CAPS students execute projects in their schools that mitigate climate change, resulting in more equitable, sustainable, and resilient communities.

Project Overview
At this pivotal stage in our organizational growth, we must be strategic and discerning in our fundraising efforts. We are seeking a development firm or consultant that can help us build our foundation and corporate giving program and provide strategic guidance to shape our development plan for the fiscal year 2024-25.

Scope of Work
The selected grant writing professional will be responsible for the following tasks:

1. Foundations & Corporate Giving:
   a. Develop a comprehensive foundation strategy that aligns with our mission and goals and includes optimal targets.
   b. Design and implement a corporate giving program that fosters meaningful partnerships with businesses that are aligned to CAPS mission.
   c. Identify potential foundations and corporate giving opportunities that resonate with our organization's focus areas.
d. Establish effective communication channels and relationships with foundations and potential corporate partners.

e. Collaborate with our team to gather necessary information for proposal development.

f. Writing compelling grant proposals that clearly articulate the project's goals, impact, and budget.

g. Ensure that all proposals are submitted in accordance with the requirements of funding organization


a. Provide expert guidance in formulating an overarching development plan for the 2024-25 fiscal year.

b. Outline key milestones, fundraising targets, and strategies for achieving our development goals.

c. Offer insights into diversifying revenue streams and maximizing donor engagement.

Qualifications

The ideal candidate will possess the following qualifications and experiences:

- A minimum of five years of experience in grant writing for climate action or environmental initiatives, with experience with early-stage nonprofit organizations preferred.
- Proven success in securing grants for nonprofit organizations with a focus on sustainability and climate-related projects.
- Familiarity with diverse funding sources, including government grants, private foundations, and corporate grants.
- Excellent research, writing, and communication skills.
- Ability to work collaboratively with diverse teams.

Proposal Submission

Interested candidates are invited to submit their proposals by Tuesday, February 13. Proposals should include the following:

1. Cover letter expressing interest in the project
2. Resume detailing relevant experience with two references
3. Excerpts of previous successful grant proposals, particularly those related to education or environmental causes
4. Outline of services to be provided with timelines and key deliverables
5. Proposed fee structure

Please submit your proposal to info@climateactionpathways.org with the subject line "Grant Writing Services Proposal - [Your Organization Name]" by Tuesday, February 13.
**Selection Criteria**

Proposals will be evaluated based on the following criteria:

1. Relevant experience and track record in securing grants for environmental, education, or workforce development initiatives.
2. Demonstrated understanding of education and climate issues, as evidenced by previous successful proposals.
3. Quality and clarity of the proposal.
4. Proposed fee structure.

**Timeline**

- February 13: proposals due
- Feb. 14-16: proposals will be reviewed by selection committee
- Feb. 19-23: select candidates will be interviewed
- Feb. 27-29: awardee notification and contract finalization

**Budget**

Given our goals of building a development strategy for the 2024–25 fiscal year while also developing grant proposals, we would like consultants' advice on the details of the scope of work and, therefore, the costs. An estimated budget for the project, including consultant fees and potential expenses, will be discussed and agreed upon during the selection process. Initially, we expect the entire process to cost no more than $45,000, including expenses.

**Questions?** Please contact Kirk Anne Taylor at info@climateactionpathways.org