



Request for Qualifications FY 23-04

Grant Writing Services

Posted December 12, 2022

The North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more grant writers to develop, write, and submit grant applications, primarily for federal grants to be announced under the Bipartisan Infrastructure Law, otherwise known as the Infrastructure Investment and Jobs Act of 2021. Proposals may be regional or local in scope, and applicants may include NCNMEDD, local governments, tribal governments, and special districts such as water and wastewater associations. The scope of services will vary by assignment but may include the following:

- Identify grant opportunities that align with NCNMEDD priorities;
- Advise NCNMEDD regarding the competitiveness of the applicant and proposal in relation to the funding source and opportunity;
- Write grant applications;
- Develop project budgets as directed by the grant opportunity;
- Work with the applicant and partners to define project and implementation details;
- Develop timelines, project plans, organizational charts, process flow charts, infographics, etc. as needed for grant applications;
- Develop metrics and performance measures to assess performance and success of various initiatives;
- Ensure timely submission of grants; and
- Be familiar with grant submittal on [grants.gov](https://www.grants.gov).

Responses to this Solicitation

NCNMEDD is seeking individual(s), a team or firm to fulfill this scope of work. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to felicityf@ncnmedd.com:

1. Number of years and description of grant writing experience;
2. List of relevant grants applied for, including applicants, amounts requested, and amounts obtained;
3. A list of all personnel who will provide services and a statement of qualifications for each;
4. Contacts for at least three (3) local and/or tribal agencies who have received grant-writing services; and
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

The solicitation will remain open until 5:00 pm, January 3, 2023.

Please contact Felicity Fonseca, Community Development Director at felicityf@ncnmedd.com or (505) 356-9098 with any questions.

About NCNMEDD

NCNMEDD is a Council of Governments that serves north central New Mexico, including the counties of Santa Fe, Rio Arriba, Los Alamos, Taos, Colfax, Mora, San Miguel and Sandoval. Please visit ncnmedd.com for more information.