



**Request for Proposal**  
Grant Specialist

## **Overview**

TimeSlips Creative Storytelling is seeking proposals for a grant writer to provide ongoing grant writing services and proposal/application support to the organization on a contractual basis. Applications will be considered from both firms and individuals.

## **About TimeSlips**

Founded by MacArthur and Ashoka Fellow Anne Basting in 1996, TimeSlips' mission is to bring meaning and purpose into the lives of elders through creative engagement. We have a staff of six full and part-time employees, all of whom work remotely. TimeSlips began with one volunteer in 1998. We became an independent non-profit in 2013, and now train and certify individuals and organizations across the world.

## **Scope**

TimeSlips seeks a grant specialist or firm with a proven track record for identifying, writing, submitting, and securing grants from diverse funding sources. TimeSlip's grant portfolio includes grant funds from corporate entities, private charitable foundations, and family foundations.

The contracted work will include grant proposal/application for renewals of our existing grants and also the identification and proposal development for new sources of funding. Previous experience working in the philanthropic landscape of dementia, caregiving, art education, and related areas is preferred.

Contractor responsibilities will include:

1. Understanding, updating, and actively engaging in the successful implementation of the organization's resource development plan
2. Management of annual grant processes and grants calendar for renewed and new donors
3. Ongoing grant prospect research
4. Consistent and clear communication with TimeSlips about grant prospects, proposal and reporting requirements, and deadlines
5. Partner with program staff to gather and analyze demographic and important program-related data to show the impact of TimeSlips' work
6. Collection of data about the needs / changing landscape in the fields of arts education, caregiver support, and resources for older adults, including those with dementia to help TimeSlips enhance its need statement and make a strong case for support
7. Development and maintenance of grant templates and materials
8. Professional and confidential management of grant records, organizational documents, and data
9. Collaborating with the program team on the preparation and submission of grant reports

Hours dedicated to the project can range between 25-40 hours per month, depending on workflow and the proposed hourly rate.

## Timeline

RFP Released	October 24, 2022
Proposal deadline	November 25, 2022
Meetings with selected vendors	November 28 - December 16, 2022
Final selection	December 19, 2022
Start Date	January 3, 2023

## Submission Requirements

Proposals are limited to ten (10) pages total and must include:

1. A cover letter
2. A narrative explaining the experience and qualifications of the firm (if applicable) or individual applicant, including the resume of the principal grant writer providing direct service for this project. The narrative and resume should detail the applicant's experience in writing and submitting government, corporate, private foundation grants. The narrative should include at a minimum the following:
  - a. Types of organizations to which the applicant has provided services and examples of programs supported by grant writing services
  - b. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants)
  - c. Describe your grant writing expertise including whether or not you have successfully secured funding for Alzheimer's disease, caregiving, arts education, and related areas.
3. An excerpt from a successful grant written by the applicant that is representative of their writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
4. An outline of the proposed fees.
5. References: Proposals should include at least three references from clients where the applicants performed similar work.
6. Proposals must be submitted by 4pm (Central Time) on Friday, November 25, 2022 in one PDF file to Mary Schuler ([mary@timeslips.org](mailto:mary@timeslips.org)).

Proposals not meeting the criteria outlined in the RFP will not be considered. By submitting a response to the published RFP, the firm authorizes TimeSlips to contact references to evaluate the firm's qualifications for this project.

## Budget

Fees outline should be all-inclusive and structured as an hourly fee. The cost will be based on the projected hours of work provided. Contractor will invoice and be paid on a monthly basis. Further terms of compensation will be negotiated with the selected applicant.

TimeSlips plans to select and award the contract to the best-qualified fundraising professional or organization by mid-December 2022 for a start date of January 3rd, 2023. The selected consultant and TimeSlips will then mutually discuss and refine the scope of work and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.

### **Terms and Conditions**

The successful contractor may be awarded a professional services contract for a set duration to provide the services identified in this RFP. The issuance of this RFP does not commit TimeSlips to award a contract to any of the respondents or to pay any costs incurred in the preparation of proposals responding to the RFP.

### **Contact**

Please send all questions and responses to:

Mary Schuler

Director of Operations

TimeSlips Creative Storytelling

[mary@timeslips.org](mailto:mary@timeslips.org)