



## Scotts Valley Band of Pomo Indians

May 17, 2023,

Scotts Valley Band of Pomo Indians  
1005 Parallel Drive  
Lakeport, CA 95453

### Request for Proposal: Grant Writer

Scotts Valley Band of Pomo Indians is seeking proposals from experienced grant writers to assist our organization in securing funding for our programs and services. The successful grant writer will be responsible for identifying funding opportunities, preparing grant proposals, and submitting them to potential funders. Scotts Valley Band of Pomo Indians is seeking proposals from experienced grant writers to assist our organization in securing funding for our programs and services.

Scope of Work: The scope of work includes but is not limited to the following:

- Research and identification of potential grant opportunities
- Collaboration with staff to develop grant proposals that align with our organization's mission and goals.
- Writing and editing of grant proposals
- Submission of grant proposals to potential funders
- Coordination of grant reporting and compliance requirements

Proposal Requirements: Proposals should include the following information:

- Overview of the grant writer's experience and relevant qualifications
- Description of the grant writer's approach to identifying funding opportunities and preparing grant proposals
- Timeline for completion of grant proposals
- Cost breakdown, including hourly rate or fixed fee for services and any additional expenses such as travel or materials.
- Examples of previous successful grant proposals and references from previous clients

Proposal Submission: Proposals should be submitted by email to [alondra.herrera@sv-nsn.gov](mailto:alondra.herrera@sv-nsn.gov) no later than June 30, 2023.

Evaluation: Proposals will be evaluated based on the following criteria:

- Experience and expertise of the grant writer
- Quality and creativity of the proposed approach to identifying funding opportunities and preparing grant proposals.
- Cost-effectiveness
- Evidence of successful grant writing experience
- Availability to provide ongoing grant reporting and compliance support.

Contact: If you have any questions or require further information, please contact Alondra Herrera at [alondra.herrera@sv-nsn.gov](mailto:alondra.herrera@sv-nsn.gov)

1005 Parallel Dr,  
Lakeport CA, 95453  
(p) 707.263.4220 (f) 707.263.4345