

Genders & Sexualities Alliance Network
REQUEST FOR PROPOSAL
Grant Writing Services

Genders & Sexualities Alliance Network (GSA Network) is a next-generation LGBTQ+ racial and gender justice organization that empowers and trains trans, queer, and allied youth leaders to advocate, organize, and mobilize an intersectional movement for safer schools.

GSA Network is guided by our vision of full equality and social justice for all trans and queer people. We have developed a model of grassroots organizing that trains youth activists to understand and challenge multiple systems of oppressions, in order to develop trans, queer, and allied leaders with a vision for broad social justice. Grounded in this model, GSA Network is building the GSA movement by providing resources, training, and grassroots organizing support to youth activists working to educate schools and communities about trans and queer issues and change public policy; as well as to emerging GSA Networks in states around the U.S. As the convener of the National Association of GSA Networks we bring together youth and adult leaders from state and regional GSA Networks to share best practices for GSA and youth organizing. As a national leader at the intersections of the trans and queer youth, racial, gender, and education justice movements, this is an exciting time for GSA Network as we expand our impact and grow our team. You can learn more about our work at www.gsanetwork.org.

SCOPE OF SERVICES

GSA Network is seeking a Grant Writer to assist the organization in providing general grant writing services associated with the completion and submission of foundation grant proposals and reports.

SERVICE PERIOD AND TERMS

Contract will be from date of award until June 30, 2017, with an option to extend for one additional year at the same rate and conditions at the discretion of GSA Network, unless otherwise negotiated in advance of renewal.

Agreement Cancellation: The contract may be terminated upon agreement or upon fifteen (15) days written notice by either party.

PROPOSAL REQUIREMENTS AND SUBMISSION

Proposals must be submitted via email to development@gsanetwork.org no later than Friday, February 3, 2017. Please use the following subject line for your submission: Grant Writing Services Proposal. Please direct any questions to Michelle Guevara-Pozas at mguevara@gsanetwork.org.

Proposals should include:

- Cover Letter – *Briefly describe your grant writing experience as well as any experience writing grants specifically for social justice organizations focused on LGBTQ+ issues, youth leadership, and/or organizing and movement building, particularly in communities of color. (1 page max)*
- Résumé – *Highlight grant writing and reporting experience. (2 page max)*
- Writing Samples – *Submit three (3) writing samples of successful grant proposals or grant reports. Please submit as one (1) single PDF. For privacy protection purposes, you may omit the names of agencies and grant request amounts.*
- Cost of Services – *Provide an all-inclusive hourly rate for grant writing services, including research, compiling data, and writing/editing.*

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated using the following criteria:

- Demonstrated experience with grant writing, a minimum of 3 years experience
- Demonstrated experience working with social justice organizations focused on LGBTQ+ issues, youth leadership development, and/or organizing and movement building, particularly in communities of color
- Overall qualifications and experience
- Quality of writing samples
- Cost of services

Interviews will be scheduled with prospective Grant Writers to further evaluate and understand their qualifications and experience.

Award will be made based on the evaluation criteria and other information provided by prospective Grant Writers during the interview process.

GSA NETWORK'S RESPONSIBILITIES

GSA Network will provide Grant Writer with:

- Calendar of grant submission deadlines through June 30, 2017, including internal deadlines for working drafts prior to final submission
- Electronic copies of previous grants and reports submitted
- Proposal or report forms, when required by funder
- Programmatic details and data necessary to produce proposals and reports

GRANT WRITER RESPONSIBILITIES

Grant writer will provide general grant writing services associated with the completion of foundation grant proposals and reports, including:

- Meetings with Development Director, Co-Executive Directors, and other GSA Network staff (when applicable) for purposes of planning and to discuss information for upcoming grant proposals and reports
- Review previous grants and reports submitted to ensure consistency in language, terminology, and format
- Review proposal and report instructions to ensure all narrative requirements established by the funder are satisfied prior to submission
- Prepare and complete initial drafts and edits of proposal and report narratives

Grant writer agrees to hold all information gathered as confidential. All proposals and reports generated under this contract become property of GSA Network.