

City of Monticello

Request for Qualifications (RFQ): Grant Writing Services

Issue Date: June 10, 2025

Submission Deadline: July 10, 2025

Contact: LaThaydra Sands, City Manager

Email: lsands@monticelloga.org

Phone: 706-468-6062 ext. 103

1. Introduction

City of Monticello is seeking qualifications from experienced and professional grant writers or firms to provide grant research, proposal development, and submission services on behalf of the organization. The selected individual or entity will support our efforts to identify and secure funding from local, state, federal, and private grant sources that align with our strategic goals.

We are particularly interested in grant writers willing to be compensated from grant awards, either as an allowable administrative expense or under performance-based payment structures compliant with the funding agency's guidelines.

2. Background

City of Monticello is the county seat of Jasper County, located in central Georgia approximately 60 miles southeast of Atlanta. With a rich heritage dating back to its founding in 1808, Monticello is a community steeped in Southern history, small town charm, and a deep sense of civic pride. As part of our strategic growth and sustainability efforts, we are seeking to expand our funding sources through targeted grant opportunities to support programs in areas such as affordable housing, park improvement, and infrastructure improvement.

3. Scope of Services

The qualified grant writer or firm will be expected to provide services including but not limited to:

- - Identification of appropriate grant opportunities aligned with our mission and priorities.
- - Grant proposal development, including needs assessments, narratives, budgets, and supporting documentation.
- - Coordination with relevant internal staff to gather necessary data and information.

- - Timely submission of complete and competitive grant applications.
- - Compliance with all applicable funding agency requirements.
- - Post-award reporting and support (if applicable and agreed upon).

4. Compensation

City of Monticello intends for compensation for grant writing services to be funded from awarded grants where permissible, in one or more of the following ways:

- - As a line item in the grant budget (i.e., administrative or consulting fees).
- - As a percentage of the grant award (only if allowed by the granting agency).
- - Via reimbursement upon successful award of funds.

Note: The proposer must ensure that all proposed compensation methods comply with federal and grant-specific regulations (e.g., 2 CFR Part 200 for federal awards). Proposals based solely on contingency fees will not be accepted unless expressly permitted by the specific funding source.

5. Qualifications

- - Proven track record of successful grant applications, particularly in relevant fields.
- - Understanding of grant compliance, regulations, and reporting requirements.
- - Experience working with nonprofit organizations or public agencies.
- - Excellent communication, writing, and project management skills.
- - Familiarity with relevant grant databases and tools (e.g., Grants.gov, Foundation Directory, SAM.gov).

6. Submission Requirements

- - Cover letter summarizing interest and relevant experience.
- - Resume(s) or organizational profile and bios of key staff.
- - List of successful grant awards and client references.
- - Sample grant narrative(s) or excerpts (optional, redact sensitive info).
- - Proposed compensation structure and payment terms.
- - Proof of current business license and/or professional certifications (if applicable).

7. Evaluation Criteria

Responses will be evaluated based on the following criteria:

Criteria	Weight
Relevant experience and success	30%
Qualifications of proposer	20%

Understanding of funding landscape	20%
Proposed compensation model	20%
References and writing samples	10%

City of Monticello reserves the right to reject any or all responses, to negotiate with finalists, and to make an award in the best interest of the organization.

8. Submission Instructions

Please email your complete response as a single PDF document to:

LaThaydra Sands

City Manager

Email: lsands@monticellova.org

Subject Line: "RFQ Response – Grant Writing Services"

Deadline for submission is July 10, 2025 at 5:00 pm. Late submissions may not be considered.

We look forward to your response and the opportunity to work together to advance our mission.