



Request for Proposal (RFP)
Federal Grant Seeker and Writer Services for Focus Maine

Issue Date: April 7, 2025

Proposal Due Date: April 23, 2025

Contact: Joanna Benoit, joanna@focusmaine.org

I. Introduction

FocusMaine is a nonprofit organization dedicated to propelling the growth of Maine's most promising industries and transforming Maine into a hub for top talent. Through targeted investments and partnerships, FocusMaine strengthens sectors such as agriculture, aquaculture, and life sciences to foster business expansion, innovation, and long-term economic sustainability. More information on FocusMaine can be found at www.focusmaine.org.

FocusMaine is seeking proposals from experienced grant seekers and writers to identify opportunities, develop and submit applications, and secure federal funding that aligns with its mission. The selected consultant will play an important role in helping FocusMaine expand its impact across the state, diversify revenue streams, and leverage existing gifts.

Final contract terms will be negotiated upon selection and will include scope, budget, schedule, and other necessary elements, subject to legal review. The contract is estimated to start May 12, 2025 and last through 2025.

II. Scope of Work

The selected grant writer will be responsible for the following tasks:

- **Grant Opportunity Identification:** Research and identify relevant federal grant opportunities aligned with FocusMaine's objectives and programs.
- **Application Development and Submission:** Collaborate with staff and stakeholders to write, edit, and submit compelling grant proposals that meet all requirements and deadlines.
- **Budget Preparation:** Partner with FocusMaine's Manager of Finance, Grants, and Administration to develop accurate and competitive grant budgets.
- **Stakeholder Coordination:** Engage with program staff, external partners, and government agencies as needed to support application development and submission.



III. Qualifications and Experience

Respondents should have proven experience in writing successful federal grant proposals for nonprofit organizations. A strong understanding of federal grant programs, application processes, and compliance requirements is essential.

The ideal consultant will possess:

- Exceptional research, prospecting, and organizational skills
- Successful track record in securing grants from a variety of agencies and funders
- Experience using grants research systems like grants.gov
- Demonstrated proficiency with Microsoft Office, Google Workspace/G-Suite, Zoom, etc.
- A collaborative team player with the ability to work independently

Preference will be given for experience in identifying and securing grants for economic development purposes.

IV. Proposal Submission Requirements

Interested applicants should submit a proposal that is no longer than 5 pages that includes:

- **Cover Letter:** A brief introduction and summary of relevant experience.
- **Professional Experience and Resume:** Description of federal grant writing experience, including examples of successful awards
- **Approach and Methodology:** Outline of the consultant's approach to both grant seeking and grant writing
- **Fee Structure:** Detailed breakdown of pricing, hourly rates, flat fees, or other structures
- **References:** Contact information for professional references or past clients.

Submission: Proposals must be submitted in .pdf format via email to Joanna Benoit at joanna@focusmaine.org, with the subject line: "Grant Writing Proposal – [Your Organization Name]"

All proposals must be signed by an authorized representative of the submitting organization.

Please Note:

- No indirect charges will be allowed.
- Specific contract terms and conditions will be negotiated with the selected consultant.
- If subcontracting or outsourcing is required, this must be clearly stated, including the names and descriptions of all subcontracted organizations. All costs must be itemized and all-inclusive, covering any subcontracted work.



V. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Demonstrated experience and success in federal grant finding and writing – 40%**
- **Understanding of FocusMaine's mission – 20%**
- **Quality and clarity of the proposal – 20%**
- **Cost-effectiveness and value – 20%**

Proposals with material deficiencies, omissions, or inconsistencies will not be considered.

VI. Timeline

- **Proposals Due:** April 23, 2025
- **Interviews Scheduled:** April 29, 2025
- **Consultant Selected:** May 2, 2025
- **Contract Start Date:** May 12, 2025 (expected)

Final contract terms will be negotiated upon selection and will include scope, budget, schedule, and other necessary elements, subject to legal review.

VII. Contact Information

For any questions regarding this RFP, please contact:

Joanna Benoit
Manager of Grants, Finance, and Administration
joanna@focusmaine.org