



**Request for Proposals (RFP) for Grant Writing Services**  
**Southside Economic Development District**  
**City of Monroe, La.**

The Southside Economic Development District requests proposals for grant writing services for programs associated with its 25-year Economic Development plan.

Applications will be considered from both firms and individuals.

**Overview**

In May of 2022, the Monroe City Council approved the Southside Economic Plan for Districts 3, 4, and 5. The plan involves 47 projects designed to address housing, safe neighborhoods, business expansion, education enhancement, and reduction of crime opportunities. The implementation of the plan is funded through a 2% hotel and motel tax, grants from the State of Louisiana, and private sources.

**Scope of Work**

The contracted work is to include grant proposals/applications for funding projects related to the SEDD plan via city and parish CDBG funds, City and Parish School Boards, City of Monroe, as well as state, federal, corporate entities, private charitable foundations as well as family foundations.

The Grant Writer will work closely with the SEDD Board of commissioners, which is charged with the implementation of the SEDD-25 Plan.

The SEDD is seeking a grant writer or firm with a proven track record in:

- Creating complex proposals from diverse funding sources.
- Skills in demographic data collection and analysis.

An entrepreneurial approach to fund development.

Previous experience should include:

Working in the philanthropic arena state and metropolitan Monroe area.

Previous personal and/or professional experiences in low-income communities or communities that serve a large area of poverty residence.

### **Fee Schedule**

Fee schedule should be all-inclusive and presented for period not to exceed 12 months.

Contractor will invoice and be paid on a monthly basis.

### **Award**

The Southside Economic Development District plans to award the contract at its February 6, 2023 meeting. The SEDD, through its appointed representative, will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to:

Tony Little  
SEDD president  
tonylittle100@gmail.com

### **Statement of Non-Commitment**

Issuance of this RFP does not obligate the SEDD to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

### **Application Requirements**

To apply submit the following:

1. 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).
2. Clear demonstration of applicant's knowledge of, and experience with demographic data.
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed one page and should not contain any confidential

or proprietary information.

4. Schedule of proposed cost that represents the total annual costs and monthly draw expectations.
5. A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work.
6. Proposals must be submitted by 5:00 p.m. on Thursday, February 2, 2023, in one PDF file to rooseveltwrightjr@gmail, SEDD Safe Neighborhoods chairperson.
7. Total proposal should be no longer than 8 standard letter sized pages.

Proposals not meeting the criteria outlined in the RFP will not be considered. Proposals submitted after the February 2, 2023 deadline will not be considered.