



Request for Proposals Grant Writing Consultant Calendar Year 2024

SUMMARY

Outright Vermont is seeking an experienced grant writing consultant to provide grant application and report writing services on a contractual basis. This person will help us to sustain and expand our existing grant portfolio. The majority of the work will focus on private foundations and corporate philanthropies, with a limited slate of state government grant reporting duties.

We anticipate that this work will be budgeted for \$60-80/hour, depending on the final scope and the consultant's experience. Hours dedicated to the project are forecasted to be 32 hours per month, depending on the grant cycle. This forecast includes writing time for five new funding sources the consultant researches; more hours may be possible for new funding sources above that threshold. It is anticipated that this position will require more hours in the initial phase to support onboarding and the refreshing of boilerplate documents.

WHO WE ARE

Outright Vermont is building a Vermont where LGBTQ+ youth have hope, equity, and power. To achieve our mission, we work across three impact areas with explicit goals in each area. We offer a dynamic suite of programs, tailored to reach each goal.

Discovering Self and Supportive Peer Connections. Youth have: more resilience; less suicidality and self-harm; more information and resources; identity validation; leadership skills; connections to peers and adults.

Strengthening Families. Families have: skills for empathy and active allyship; resources to support queer and trans youth; supportive relationships with youth; a supportive community of family peers.

Transforming Schools, Communities, and Systems. Vermont has: safe places for queer and trans youth; shifting gender and sexuality norms; empathic, resourced, and active allies; policies and practices that affirm queer and trans youth

Our work intersects with a variety of funding areas: LGBTQ+ issues, youth/grassroots organizing, equity initiatives, social change, social justice, education, social support programs, summer camp, mental health supports for youth, violence/sexual assault/substance misuse prevention, and positive sexual health - to name a few!

SCOPE OF WORK

Outright is a \$2.3MM and growing organization and our grant portfolio currently includes private charitable foundations, family foundations, corporate philanthropies, and state government. The contracted work will include letters of inquiry, applications, and reports for our existing grants, and research and proposal development for new sources of funding, as well as administrative and systems processes in support of that work. The Grant Writer will work closely with the Director of Development (DoD), who is charged with the visioning, creation, and oversight of Outright's fundraising plan.

Work will span three Areas:

Area 1: Grant Application and Report Development (Estimated Ave. 25 hours/month)

Provide grant proposal and report writing services, which may include:

- Coordinating with staff to obtain required supporting documents or data, including items such as: cost estimates, project goals and outcomes, report narrative highlights (stories, challenges, etc.) letters of support;
- Drafting and submitting Letters of Inquiry;
- Preparing narratives that address all application/report requirements;
- Coordinating with the DoD to prepare grant budgets, budget narratives, and spending reports;
- Assembling the full grant application package;
- Coordinating with staff to execute a full grant application submission.

Area 2: Grant Funding Research (Estimated Ave. 4 hours/month)

- Monitoring the grant funding landscape, particularly for programs targeting identified project needs or opportunities;
- Providing systematized summaries of new opportunities, including due dates and eligibility requirements, to DoD;
- Adding new priority opportunities to existing grant calendars.

Area 3: Administration and Systems (Estimated Ave. 4 hours/month)

- Consistent and clear communication with DoD and, when appropriate, program staff, about grant prospects, proposal and reporting requirements, and deadlines;
- Regular review of staff meeting minutes, program Executive Summaries, organizational newsletters/publications, and storytelling vault to stay abreast of new program developments and stories of impact;
- Maintenance of annual renewal grant processes and grants calendar;

- Refresh, followed by maintenance, of boilerplate templates and supplemental materials;
- Professional and confidential management of grant records, organizational documents, and data;

DESIRED QUALIFICATIONS

Outright is seeking a grant writer with a proven track record in writing successful proposals and compelling reports for diverse funding sources. Previous experience working within the philanthropic landscape of Vermont and New England is a plus. You can enhance your proposal by demonstrating that:

- You can effectively write and communicate in order to align Outright's goals and values with the interests of existing and prospective funders who award grants typically ranging from \$10,000 – \$100,000, with expectations upwards of \$500,000;
- You have experience working with one or more of Outright's intersecting areas of work (described above in Who We Are) and an ability to “study up” on issues that fall outside your experience;
- You have a track record in applying a racial equity, community-focused lens to your writing, research, and strategy, in order to best align with Outright's mission and guiding principles;
- You are flexible, self-organized, and not shy in supporting Outright's “small but mighty” team as we push through assignments amidst a fast-changing external environment.

PROPOSAL ELEMENTS

Please submit a cover letter, resume, and any supporting materials that includes the following information about your grant writing experience:

- Length of time grant writing;
- Profile description of type of organizations you have written grants/grant reports for;
- Proposed hourly rate;
- Writing sample (can be excerpt from grant proposal or report; identifying information redacted)

Please send proposals to hire@outrightvt.org with the subject line: Grant Writing Consultant.

Proposals are due January 21, 2024. Outright will hold remote or in-person (depending on applicant location) interviews January 24 and 26 (please let us know at time of application if that presents a barrier), with final selection the week of January 29. Ideally, the selected consultant would begin in early-mid February.