

Grant Writer for Respite Care, Inc.

Position Title: Grant Writer

Reports to: Kristi Briles, Executive Director, kristi@respitcareinc.org, (970) 207-9435

Hours: Part time, flexible, remote

Our Organization Overview

Respite Care, Inc., a 501(c)(3) non-profit organization in Larimer County, Colorado, was founded in 1981 by a group of parents who were each raising a child with a developmental disability. The families wanted to create a safe, nurturing place where their children could play, learn, and grow among friends, while also having their special needs met. The families believed that having access to such a place would better enable them to lead healthy, fulfilling lives while raising their children with developmental disabilities.

Mission Statement: Respite Care, Inc. is a non-profit organization in Larimer County that provides short-term quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.

Respite Care believes that a child with a disability is a child first, and his or her challenges (including developmental, medical, and/or behavioral) are secondary. With this mission and philosophy in mind, Respite Care strives to create an interactive, stimulating, and safe environment that addresses the physical, emotional, social, and mental needs of each individual child.

Today, Respite Care provides care to 114 children with the support of 55 staff members and 50 volunteers. Respite Care's FY2023 annual budget is \$2.1 million; funding is derived from generous community donations, multiple fundraising events, grants, and program revenue. Respite Care is not only a non-profit providing quality care for children, it is also a well-respected and cherished community partner within Larimer County

Respite Care is the only organization of its kind in Larimer County and is one of only a few such organizations nationwide. The alternatives are in-home care, which is often cost-prohibitive, or placing a child outside the home. We provide families with childcare scholarships that make the cost of care, on average, \$4.50/hour as compared to the actual cost of care, which is \$24.50/hour. Receiving childcare scholarships allows families to schedule care for as often as they need.

Position Summary

Respite Care is now accepting proposals to find a qualified Grant Writer, to work on contract, part-time, on an ongoing basis, to help our organizations secure grant funds to support operations, childcare scholarships, programs, and capital needs. The majority of our \$2-million operating budget comes from fundraising events and activities. Grants represent approximately 10% of our budget.

Our goals for the Grant Writer are to work on contract (from his/her own work environment) to identify, define and develop grant funding sources to support the organization's funding needs. The Grant Writer will work with the Executive Director to develop, write, and submit grant proposals to local, state, and private funding agencies. The Grant Writer will also work with the Executive Director and Program Directors to summarize outcomes data and report to funders on the performance of the organization and its grant-funded activities.

This Request for Proposal is to find an experienced grant writer who will provide the best overall value and results for our organization.

Background

Since 1981, Respite Care has been helping families in Larimer County who are raising children with

physical, cognitive, and sensory developmental disabilities. In our home-style environment, we provide short-term care for children from birth to age 18 who have physical, mental and/or sensory disabilities such as brain injury, autism, Angelman's Syndrome, cerebral palsy, seizure disorder, hydrocephalus, childhood disease, blindness, deafness, and speech disorders. Care is available 24/7 year round.

More than 1,000 families in Larimer County are raising a child with a developmental disability. Parents struggle with food insecurity, housing instability, healthcare access, and finding time to address the needs of all family members. Respite Care provides support that allows families to function better, enjoy life more fully, reduce stress, and raise their children with developmental disabilities at home. With respite, parents are able to take a break, spend quality time with other family members, work toward or maintain self-sufficiency, and return to their caregiving job revitalized. Most importantly, they are empowered to continue raising their child with special needs at home.

Depending on the needs of the child, we maintain a 1-to-1 or 2.5-to-1 child-to-staff ratio. Our childcare specialists are trained to meet the individual needs of each child and also are trained in First Aid, CPR, Universal Precautions, Seizure Management, Medication Administration, People First Language, and Sign Language Skills. Each day, they administer medications, prepare meals and snacks that meet each child's special dietary requirements, toilet and bathe children, coordinate activities for our kiddos in our home and in the community, maintain charts on each child, and follow through on therapeutic activities designed to enhance the child's development. The specialized care and unique experiences that children receive at Respite Care, and the strong friendship bonds they make, enhance their enjoyment of life and enable them to achieve developmental milestones and progress toward greater independence.

In 2019, the ARCH National Respite Network and Resource Center recognized Respite Care as an Exemplary Program that serves as a model for other cities and counties nationwide who wish to develop a similar program to serve their communities.

Project Description

We are seeking a Grant Writer who will:

- Research and identify new government, corporate, foundation, and private funding prospects to match Respite Care's priorities;
- Generate high-quality proposals, narratives, applications, and supporting documents to new and existing funders;
- Generate revenues for Respite Care programs through timely submission of well-researched, well written and well-documented grant proposals;
- Maintain primary responsibility for grant schedule, tracking, and preparing grant reports;
- Work with appropriate personnel to research, develop, write and submit letters of inquiry, grant proposals, and grant reports;
- Coordinate and follow-up with Executive Director on the progress of submitted proposals and any issues that may arise with a particular grant;
- Create and regularly update a grant submission-, award-, and report plan and regularly apprise Executive Director of grant activity and deadlines;
- Develop and maintain electronic files on pending grants, contracts, and reports;
- Remain up-to-date on current issues relative to grant proposals;
- Inform Executive Director and answer questions regarding allowability of proposed expenditures related to each grant;

The number of hours required will vary each month, depending on grants and reports that are due in a particular month. On average the Grant Writer will work 5-20 hours per month (approximately 100-120 hours per year), with the heaviest workloads during January through June and significantly lighter workloads during the second half of the year. The majority of grant requests will be to the same funders each year, but we also look forward to the Grant Writer identifying new grant opportunities for us to apply for. For most requests, the Grant Writer will update already established general operating and program/

project grant proposals and will obtain required budgets and attachments from the Executive Director. In general, grant requests will range in size from \$2,500 to \$100,000. In 2021, for example, Respite Care applied for 31 grants totaling \$573,563 and received 17 grants totaling \$225,593. As of 8/29/22, Respite Care had applied for 20 grants totaling \$360,398 and had received 13 grants totaling \$322,431 with 4 requests still pending.

Since the COVID pandemic began, new grant opportunities have arisen to support nonprofits providing child care and/or human services to low-income and otherwise disadvantaged families. Grants have focused on supporting center operations, workforce stabilization and retention, and promoting equity. It is not yet known how far into the future these COVID-related grant opportunities will continue.

We have an annual budget of \$10,000 to \$15,000 for this contract position, but may be willing to spend more on the services of the right vendor. We would like to employ a contractor who has experience working with nonprofits, has a proven track record of success, and is a good fit with the culture of our organization.

Minimum Education, Skills and Abilities

- Bachelor's degree or equivalent experience required, preferably in a field related to the grant writing position;
- Grant writing experience, preferably with a nonprofit and/or with experience in early childhood, family services, and/or people with developmental disabilities;
- Experience that demonstrates a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for Respite Care programs and activities;
- Excellent writing, verbal and organization skills;
- Excellent computer skills (Microsoft Office Word, PowerPoint, and Excel);
- Motivated self-starter with the ability to work collaboratively and independently.

Preferred Education, Skills and Grant Management Experience

- 3 to 5 years of experience as a successful grant writer;
- Helping to develop a program budget for grants;
- Knowledge of grant application process, scoring criteria, and funding cycles;
- Project management and teamwork skills.

Proposal Guidelines

Your proposal should follow the format below:

- Executive summary
- Background information about your business
- Why we should choose you over other vendors
- Relevant experience that will help you deliver our project
- A list of similar projects you have done or are currently doing for other clients
- Your rate structure and a proposed Scope of Work
- References
- Your name and contact details
- Any terms or conditions for working with you.

Please submit your proposal in .pdf format to Kristi Briles, kristi@respitcareinc.org, by Sept. 29, 2022.

Selection Criteria

Respite Care's Grant Writer Selection Committee will evaluate proposals based on the following criteria:

- Responsiveness to the requirements outlined in this RFP
- Relevant past experience and performance
- Testimonials from current and/or past clients
- Quoted cost of the project

Respite Care reserves the right to award the contract to the vendor that represents the best value to the organization, as determined by the selection criteria listed above.

RFP and Project Timelines

- Start contract: Negotiable, but no later than 1/2/23*

* This is a contract position that may commence as early as early December 2022. Respite Care's current grant writer will retire on 2/1/23. She will be available to work with the new grant writer in Dec. 2022 and Jan. 2023, to provide grant history background, grant files, outcomes resources, and other information pertinent to the job.

Inclusion and Diversity Statement

We are committed to promoting an inclusive and diverse workplace where we value and respect every colleague for who they are. We provide equality of opportunity to enable everyone to fulfill their potential.