# Split This Rock Request for Proposals for Grant Writing and Reporting Consulting

Response Due Date: July 27, 2020

Split This Rock seeks to engage a grant writing and reporting consultant or firm to assemble, prepare, and draft applications for our major recurring grants and to provide recommendations for pursuing new short and longer-term funding based on new and existing grant research.

We want to work with a professional who understands and values racial equity and anti-oppression as core organizational operating principles. We're particularly interested in firms or individuals who have experience working with organizations at the intersection of arts and social justice and share our commitment to equity, access, and liberation. Please note any relevant experiences or relationships in your proposal materials. We welcome applications from beyond the Washington, DC metro area.

## Organizational Background

Founded in 2008, Split This Rock is a DC-based nonprofit that brings poets and poetry to the center of public life through year-round local workshops, featured readings, and youth programs, and through a biennial national poetry festival.

Split This Rock currently has 4 full-time staff including a full-time Executive Director, Managing Director, Youth Programs Director, and Communications & Development Associate; part-time staff include a Youth Programs Fellow and contracted Teaching Artists. In January 2019, Split This Rock completed a leadership transition from a founding director. Our 6-member board convenes monthly to maintain governance of the organization’s operations and strategic direction.

Split This Rock contracts more than 3 dozen teaching artists, coaches, fellows, featured artists, and work study students to support our robust programming, which serves over 1500 people of all ages, races, genders, and ability levels across the DC metro area every year. Our Poem of the Week series has 8500+ national and international subscribers. During a regular season, we staff 6 after-school poetry clubs, 2 monthly open mic events, twice monthly free writing workshops, an award winning youth slam, an annual poetry contest, and three annual youth poetry festivals. Split This Rock is well known as the host of a biennial national poetry festival and the creator of *The Quarry*, the only online searchable database of social justice poetry. During the current Covid-19 pandemic, all events are being held online while staff work remotely.

## Scope of Work

We invite proposals from consultants and/or consulting firms to accomplish the following tasks:

**Phase 1: Assemble basic grant application and reporting template based on Split This Rock's material.** Review existing grant application and reporting materials, attachments, and supplementary materials from 5-6 major and minor recurring grants. Create master template of most recent narratives, timelines, attachments, and supplementary materials for adaptation in recurring and new grants.

**Phase 2: Draft and assemble Grant Applications and Reports for 5 recurring funders.** Work with Executive Director to create calendar for all applications and reports through December 2020. Draft applications and reports through December 2020 based on existing materials, requesting updated information from staff as needed. Enter and save drafts of approved applications and reports using online portals where applicable (4 funders use these).

**Phase 3: Organize, research, document, and assess new annual and multi-year grant prospects.** Draw on research already completed and update based on additional research. Present Executive Director with 5-10 additional funding prospects that are a best fit for Split This Rock and recommended strategy for pitching each funder.

## Budget

Split This Rock was selected to participate in the DC Commission on the Arts and Humanities’ 2020 UPSTART capacity building program, which will provide funding for this consultancy.

We are open to negotiating payment schedules via retainer, hourly rates, deliverables. Short term trial period with contract extension is available.

## Submission Details

Please include the following information in your proposal:

* General qualifications of individual consultant or firm, including specific experience working with nonprofits in or transitioning from founder stage. Demonstrated experience with organizations working at the intersection of arts, education, and social justice preferred.
* Client list and contact information for three references.
* Name and background for individual(s) providing consulting services.
* A work plan that details your approach to this scope of work.
* A preliminary timeline for proposed deliverables.
* Proposed fee structure and payment schedule.

## Timeline

* Proposals due by July 27, 2020
* Consultant selected by July 31, 2020

## Contact

Please send proposals in PDF format to Rasha Abdulhadi, Executive Director, at [**rasha@splitthisrock.org**](mailto:rasha@splitthisrock.org). They are available to answer questions by email or schedule an informational call as needed.