



HISTORIC
Bellefonte™
Est. 1795

**Request for Proposals (RFP) for Grant Writing/Administration Services
Bellefonte Borough**

The Borough of Bellefonte requests proposals for grant writing and administration services. Proposals will be considered from both firms and individuals.

BACKGROUND

Bellefonte Borough is a full-service (police, volunteer, fire, streets, parks, water, sewer, refuse collection, compost facility) borough with a population of approx. 6,200.

It is the intention of the Borough to apply for grants that address needs associated with service delivery and capital improvements. The goal of the Borough's grant program is to secure funding for services and projects that the Borough otherwise would be required to utilize local tax dollars.

Bellefonte Borough is seeking a grant writer or firm with a proven track record in writing successful complex proposals from diverse funding sources for municipalities. Previous experience working in the municipal grants landscape in historic communities is preferred. This effort will involve the submission of grant applications and grant program administration.

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide to the Borough if awarded the contract and should be addressed in each proposal.

• **Grant Research:** The consultant will be responsible for seeking out new grant opportunities and researching grant opportunities shared by Borough staff to determine whether or not the Borough would be eligible to apply. This involves conducting research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support the Borough's funding needs and priorities. The following general areas of funding needs are listed below by way of illustration but not limitation:

- Community/Economic Development
- Fire Protection Equipment, services
- Police Services
- Municipal Infrastructure (Streets, water, sewer, storm drains, Parks) Development and Maintenance
- Community and Municipal Planning
- Parks and Recreation
- Streetscape Improvements
- Historic Preservation/Facade Improvements

Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the Borough, including the preparation of funding abstracts, production, and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the Borough.

Grant Administration: The consultant will assist the Borough in administering awarded grants, including period reporting, grant closeouts, disbursement requests, and general correspondence between the granting agency and the Borough, where appropriate. The consultant will provide back-up support and respond in a timely manner to meet deadlines.

Monthly reports – the successful consultant shall submit monthly reports to the Borough summarizing the time expended and describing activities undertaken during the previous month.

Other - Consistent and clear communication with management about grant prospects, proposals, reporting requirements, and deadlines.

Regular collection and analysis of demographic and other important program-related data to enhance and advance Bellefonte's needs statement and materials.

Professional and confidential management of grant records, organizational documents, and data

Hours dedicated to the project can range, depending on the grant cycle and grants applied for.

FEE SCHEDULE

The fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff; and C) Clerical staff. The cost will be based on the projected hours of work provided. The contractor will invoice and be paid monthly.

A contingency fee basis arrangement is preferred. Please provide details if an option.

AWARD

Virtual interviews may be held. Upon selection, Bellefonte Borough will mutually discuss and refine the scope of work with the selected consultant and negotiate final conditions, compensation, and performance schedule. An agreement with all terms and conditions will be provided to the selected consultant for consideration. The consultant will be considered an Independent contractor and used on an as-needed basis.

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 2 pages and should not contain any confidential or proprietary information.

4. Schedule of proposed fees as outlined above.

5. A minimum of two (2) professional references from clients (municipalities) for whom the applicant has successfully performed similar work.

6. Total proposal should be no longer than 10 standard letter-sized pages.

PROPOSAL SUBMISSION

An original, clearly marked as the ORIGINAL, and nine (9) full, complete, and exact copies of each proposal shall be submitted in a sealed envelope and must be marked as “Grant Services Request for Proposals” and addressed to:

Bellefonte Borough
ATTN: Borough Manager
301 North Spring Street, Suite 200
Bellefonte, Pa 16823

Proposals must be submitted by 12:00 pm (noon) on Friday, March 14th, 2025.

Faxed or emailed proposals will NOT be accepted. All questions pertaining to this proposal must be submitted in writing via email to: boro@bellefonte.net

The Borough of Bellefonte will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Bellefonte reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Bellefonte also reserves the right to negotiate with all qualified sources or to cancel in part or in its entirety the RFP when the Borough determines that such action is in its best interests.

The Borough of Bellefonte further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all respondents submitting proposals.