



Request for Proposals June 18, 2020

Introduction:

Catholic Immigration Services (CISS) and Arkansas Immigrant Defense (AID) request proposals for a grant writer and fundraiser to provide ongoing fundraising and grant writing services, including proposal/application support, to the organizations on a contractual basis.

About the organizations:

Catholic Immigration Services - Springdale (CISS) provides low-cost immigration counseling and support to families and individuals who are eligible for immigration benefits and cannot afford private assistance. The immigration legal services we offer are family-based petitions, DACA renewals, citizenship and relief for survivors of crime and domestic violence. We recognize the inalienable right of all persons to human dignity. We therefore assist and advocate for immigrants to attain family unity, economic independence and social integration.

Arkansas Immigrant Defense (AID) is Arkansas's nonprofit law firm serving immigrants and refugees. Our services for youth and survivors of trafficking and domestic violence are pro bono while all other clients pay on a sliding scale according to household income. While the provision of immigration legal services is our primary mission, we also provide therapy to survivors of violence at no cost and advocate with local and state governments for positive change for immigrants and refugees, especially children.

How this relationship is working (50/50 time split):

The first six months of the engagement will have the Consultant working exclusively with AID. CISS will work with the Consultant exclusively for the remaining six months. This is to prevent any conflict of interest on the part of the grant writer.

Scope of the project:

Grant writer:

CISS and AID are seeking a grant writer with a proven track record in researching and identifying funding opportunities, successfully writing and submitting proposals from diverse funding sources (private charitable foundations, corporate foundations, family foundations,



local/state/federal funding), skill in demographic data collection, and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape of Arkansas is preferred. Previous personal or professional experience in immigrant communities or communities of color are a plus. The Consultant will work closely with Stephen Coger at AID and Jennifer Verkamp-Ruthven at CISS.

The following list includes examples of potential services that can be funded through grant opportunities that are desirable to the organizations, but the possible scope of work is not limited to these specific types of services:

- Affirmative immigration cases
- Deportation defense immigration cases
- Support for LGBTQ+ immigrants

Fundraising:

CISS and AID are seeking a fundraiser with a proven track record in undertaking fundraising organizational reviews and providing organizations with specific, tailored recommendations based on the organizational review

Write/draft fundraising appeals that inspire our target audiences to be used in various channels, including direct mail, email, social media, phone, and major donor relationships.

1. Developing a strategic multi-year fund development plan and implementation strategy that is reflective and in alignment with the organizations mission/vision/values and capacity. Develop a comprehensive fundraising plan with strategies to increase CISS and AID fundraising efforts from (a) individuals, (b) special events, and (c) major donors.

We expect this to include:

- a calendar (when to send which type of appeals and to whom),
 - advise on best practices with re-solicitation, donor tracking, lapsed donors, etc.
 - specific efforts to leverage existing donors and cultivate new donors
 - best practices around list acquisition,
 - guidance on greater expansion into digital fundraising.
2. Developing and implementing a performance management plan.
 3. Developing a framework for donor recognition and retention.
 4. Providing ongoing consulting/ coaching during the implementation stage.

RFP Schedule:



- Request for Proposals Posted - June 18, 2020
 - Proposals Due - July 10, 2020
 - Interviews & Selection - July 2020
 - Project Begins - August 2020
 - Project Ends - January 31, 2020
- *Contract can be extended based on success.

Submission Requirements:

- Cover letter to the attention of: Jennifer Verkamp-Ruthven
- Cover letter narrative should explain the following:
 - Experience and qualifications
 - Types of organizations to which the applicant has previously provided services and examples of programs supported by grant writing services;
 - Examples of grant sources from which the applicant has successfully obtained funding (provide examples of grant programs, government agencies, or foundations)
- Resume
- An excerpt from a successful grant written by the applicant that is representative of his/her writing style (2-5 pages).
- Outline of proposed fees.
- A minimum of two (2) references from the client where the applicant has successfully performed similar work.
- Proposal must be submitted by July 6, 2020 in one PDF file to Jennifer Verkamp-Ruthven (jverkampruthven@dolr.org). Proposals not meeting the criteria outlined in the RFP will not be considered.

Compensation and Contract Award:

The fee proposal should include the charge rates of the people who would perform the work (please identify tasks to be performed by sub-consultants), and a standard hourly rate schedule. Please also include a list of anticipated reimbursable expenses and their associated rates as a separate line item.

General Stipulations:

CISS and AID are not responsible for any expenses that proposers may incur in preparing and submitting the proposal. CISS and AID will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel and accommodations. CISS and AID reserve the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this Request for Proposal will become the property of CISS and



Catholic Charities
of Arkansas

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AID and will not be returned to the proposers. In the event of a contract award, all documentation produced as part of the contract will become the exclusive property of CISS or AID (depending on what organization the material is prepared for). CISS and AID reserve the right to reject any and all proposals and to waive minor irregularities. CISS and AID also reserve the right to seek new proposals or re-advertise if responses have not been satisfactory or for any other reason.