Request for Proposal - Grants Management Contractor
Western States College of Construction

Background
Western States College of Construction (WSCC) is the first professional institution of its kind in the nation to be accredited by the American Council for Construction Education (ACCE). WSCC provides students with the skills and certification to work in the skilled trades. Students attend tuition free and graduate debt free and master skills on the job.

WSCC was formed through a unique collaboration of the Sheet Metal and Air Conditioning National Contractors Association – Colorado Chapter (SMACNA), the International Association of Sheet Metal, Air, Rail & Transportation Workers (SMART), Rocky Mountain Mechanical Contractors Association, the United Association of Plumbers, Fitters, Welders, and Service Technicians, and construction and service contracting companies.

With nine campuses across Colorado and one in Wyoming, WSCC provides the first step for individuals seeking a fulfilling and life-long career. Offerings include on-the-job training and certification in electrical, HVACR, pipefitting, plumbing, and sheet metal.

These collaborating partners worked together to unify and accredit longstanding registered apprenticeship programs in the skilled trades to recognize and eventually grant degrees to students completing the respective programs. Some of these programs have operated for more than 100 years, what is new is these programs have become accredited with the American Council for Construction Education and WSCC is working to become recognized as a degree granting institution.

WSCC is poised to grow significantly in the next several years as the demand for apprenticeship programs for skilled workers grows. Additionally, there are many funding opportunities for these programs at the local, state, and federal levels.

Consultant Qualifications and Preferred Skills
WSCC seeks an experienced grants manager who can research and write successful grant applications on our behalf throughout the year as deadlines arise and manage a grant calendar. The ideal candidate will have experience writing federal and state government grants and a familiarity with higher education programs, as well as familiarity with workforce development and apprenticeship programs. The ideal candidate will be willing to work upon request throughout the year, be able to work independently and efficiently, and offer new ideas to our grant portfolio in order to maximize results and expand our reach.

In addition to strong writing and support, the contractor will also be familiar with WSCC’s work, by reviewing communications materials and internal documents. The contractor will regularly check in with the senior leadership at WSCC to receive updates on projects related to grants and be prepared for the next deadline. This contractor will also be responsible for understanding funder priorities.
Key Tasks
The contractor will be responsible for:

- Researching grant opportunities
- Maintaining a grant calendar, including submission and reporting deadlines
- Grant reporting and compliance
- Regularly communicating with WSCC staff and board of directors about upcoming deadlines, required materials, and other communication
- Meeting with potential funders
- Writing and submitting grant proposals

Location
Most of this scope may be accomplished remotely. However, there will be occasional in-person meetings in the Denver Metropolitan Area.

Process
WSCC is currently seeking proposals from interested individuals with expertise in grant writing, with a focus on writing federal and state grants and experience in higher education and/or workforce development. Proposals will be evaluated based on thoughtfulness of approach, expertise, and experience in relevant areas, track record of prior success, and cost.

As a result, proposals should include:

- Cover letter with the following information:
  - Explanation of contract services—whether it would be an independent contractor or an agency
  - Explanation of prior experience in grant writing and relevant experience with federal or state grants, higher education and/or workforce development
  - Description of your approach to grant writing, including how you evaluate effectiveness
- Budget for contract services, including narrative (can be on a per grant or hourly basis)
- At least two writing samples
- Resume or CV indicating skills and prior experience in grant writing

Compensation
The proposed rate for this contract position is $85 - $100 per hour.

Please submit all materials to Heather Sherwood at Heather@westernstatescollege.org no later than 5 p.m. on Friday, July 29, 2022. The start date for this work is August 15, 2022, or as soon as possible.