



Rural Economic Development Initiative Request for Qualifications

Purpose: The Vermont Housing & Conservation Board is seeking skilled grant writers to provide individualized fundraising support to community-based economic development projects

Timeline: Application available December 3rd, responses due January 26th

About the Rural Economic Development Initiative:

The [Rural Economic Development Initiative](#) (REDI) at the [Vermont Housing & Conservation Board](#) helps rural communities access the funding they need for community and business development.

REDI provides grant writing assistance to rural communities and small businesses. Through REDI, eligible entities can hire a grant writer to complete critical fundraising applications, and in some cases, develop a fundraising strategy for a project or complete a necessary step to make a grant application more competitive (such as a business plan or engineering). Funding is targeted to small communities under 5,000 in population. REDI is open to non-profits, towns, and businesses conducting the following types of work:

- working lands business development (including farm and forest businesses, dairy processors, value-added food enterprises, phosphorus removal technology, and composting facilities)
- outdoor recreation (including infrastructure development, wayfinding, and trail building)
- community-based economic development (such as downtown revitalization, childcare centers, and historic preservation projects)

The REDI program selects projects based on readiness, alignment with the focus areas above, and alignment with the Vermont Housing & Conservation Board's mission to support sustainable communities that ensure affordable housing, farmland, jobs, and recreational assets for every generation of Vermonters.

Request for Qualifications:

The purpose of this RFQ is to identify skilled grant writers with a strong background in community-based economic development who will provide grant writing support to 2-8 communities or businesses in 2021. Typical grant writing/fundraising projects contracted for through the REDI program are one to twelve months in duration with scopes of work ranging from \$2,000 to \$8,000 per project. Through this RFP, the REDI program anticipates selecting 2-5 consultants for contracts of up to approximately \$25,000.



We are particularly seeking the following types of skills, experience, and approach:

- An understanding of working lands, outdoor recreation, or community development fields
- Strong communication and collaboration skills
- A focus on education and skill building, in addition to completing high quality deliverables
- Evidence of high success rate with federal and state grants and familiarity with private/donor fundraising

RFQ Contact: Please reach out to Liz Gleason, [liz\[at\]vhcb.org](mailto:liz[at]vhcb.org), with any questions.

RFQ Process:

1. Applications are due **January 8th, 2021**. [Use this link to apply](#). You will be asked to provide:
 - Contact information and qualifications
 - Your history and experience providing services to community groups, towns, working lands businesses, or outdoor recreation groups
 - The typical process you follow when working with clients
 - Your hourly rate or typical project fee for your most common project types
 - Your experience and success rate with federal and state grant applications
 - Resume or CV
 - References
 - Work product examples are strongly encouraged
2. Responses will be reviewed by VHCB in January and we will reach out to those whose skills best fit the program's needs to schedule follow up conversations or an interview.
3. We will select 2-5 contractors to work with by mid February. While this process will not guarantee a contract or project, VHCB intersects with hundreds of community economic development projects per year and we will keep your materials on file for possible future projects. Applicants who may be a good fit for this work will be added to a qualified list and may be contacted in the future.