



<b>Request for Proposals</b>	<i>Grant Writer</i>

### **Purpose of Contract**

Bike to the Future is seeking an individual or company to provide grant writing services. That person or company will be responsible for writing, assembling materials, and submitting grant proposals to raise funds that will be used to hire a *Bike to the Future Program Coordinator* and to fund future programs for Bike to the Future. The contractor will also organize and oversee a team of volunteers who will assist in this task. From these grants, the Bike to the Future Board of Directors aims to raise approximately \$30,000 CDN to hire a *Program Coordinator* on a part-time basis (approx. 25 hours per week) for one year.

### **Duties and responsibilities**

- Develop a list of grant-based capital and project funding sources. Potential funding sources include:
  - Assiniboine Credit Union’s *Sustainable Community Grants* (next deadline is March 19<sup>th</sup>, 2010);
  - Walmart’s *Evergreen Green Grants Program*;
  - Province of Manitoba’s *Sustainable Development Innovations Fund (SDIF)* (next deadline is April 15<sup>th</sup> 2010);
  - Bicycle Trade Association of Canada’s (BTAC) grant program (next deadline is May 28<sup>th</sup>, 2010);
  - Others.
- Coordinate the writing and compilation of at least four grant applications on behalf of the Bike to the Future Board of Directors
- Develop templates and supporting materials for grant applications on behalf of the Board of Directors that can be utilized in future grant applications by Bike to the Future. All materials created under these grant applications will remain the property of Bike to the Future.
- Train and oversee volunteers that will assist in grant writing activities on behalf of Bike to the Future.

### **Qualifications**

- Experience and expertise delivering grant applications
- Strong communication skills and effective time management skills in assembling grant applications and report writing skills
- Ability to coordinate and oversee volunteers with a range of skills and expertise in grant writing activities

- Working knowledge of Active Transportation issues in Winnipeg, and the history and current activities of Bike to the Future
- Ability to communicate and work effectively with the Board of Directors

**Length of Contract**

The duration of this contract will be 3 months starting on the date the contract is entered into with the possibility of extension if both parties agree in writing.

**Working conditions**

The contractor must be willing to work from an independent office, and be willing to engage with a diversity of volunteers through online tools and in person. Evening or weekend work may be necessary depending on volunteers and the contractor’s schedule.

**Direct reports**

The contractor will provide reports to BttF’s Board of Directors and membership at every BttF monthly membership meeting. In addition, the contractor will maintain regular contact through email to a specific Director or team of Directors appointed by BttF's Board of Directors.

**Compensation**

The contractor will be paid a honourarium of \$500 CDN upon completion and submission of at least four grant applications. A further honourarium of \$500 CDN will be provided upon successful awarding of funds to Bike to the Future of at least \$15,000.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	