



INSTITUTE FOR
Sustainable
Communities



Request for Proposal

Institute for Sustainable Communities
Grant Writing Consultant

September 8, 2023

ISSUED BY:

Institute for Sustainable Communities
535 Stone Cutters Way
Montpelier, VT 05602

REPRESENTATIVE:

Melissa Chappell, Associate Director of Institutional Giving
Nidhi Shashidhara, Development Associate



Introduction

The Institute for Sustainable Communities (ISC), founded in 1991, is an international climate organization with a mission to create equitable, climate change solutions around the world. We do this by forming collaborative, people-focused partnerships that support communities disproportionately impacted by the global climate crisis. For more than 30 years, ISC has utilized a unique, bottom-up approach to ensure solutions emerge from within communities, rather than being imposed from the outside. Our projects focus on disinvested communities throughout the world, with specific attention paid to the impact systemic racism and gender inequity has had in communities, workforces, and industrial sectors as they move toward a just transition.

Through a deep understanding of and commitment to communities that are the least likely to cause global climate change yet face the highest impacts, ISC develops creative and inclusive solutions, demonstrated in our work in the U.S. and across Asia in China, India, the Mekong, and Bangladesh. We seek resiliency for our partners and the communities in which they lead. We actively partner with frontline organizations, subnational governments, and the private sector to co-create programs that support disinvested communities, women, and people experiencing poverty who comprise the global majority. ISC remains cognizant of communities' varying needs, and we tailor our approach to support those needs. We believe equity and inclusion are fundamental to building healthy, prosperous, and peaceful communities and are committed to furthering equitable climate action. Learn more at sustain.org.

ISC is an equal opportunity employer and is committed to a diverse workplace. People from diverse racial, ethnic and cultural backgrounds, women, LGBTQ+ individuals, and persons with disabilities are highly encouraged to apply.



Background & Project Description

ISC is seeking to fill a roster of short to mid-term grant writing consultants to draw upon for specific opportunities, with experience in climate equity; social justice; and/or community-based approaches, networks and partnerships to support our Development team's efforts to draft letters of inquiry, concept notes, grant proposals, funding reports, and other donor-focused written products.



Project Scope

The grant consultant(s) will:

1. Within an agreed-upon timeline, proactively schedule and facilitate meetings with ISC subject matter experts to discern project scope, in alignment with funder requirements.
2. Support the development of project plans and work plans (in conjunction with programmatic and fundraising staff).
3. Review internal and external publications, reports, and written materials to distill information and create compelling narratives about ISC's work.
4. As needed, create proposal attachments with personnel bios, CV's, financial information, and lists of citations.
5. Produce written products that showcase best practices in fundraising from institutional donors.

With selected and contracted consults, work orders will be issued on an as-needed basis, with project timelines agreed to in advance.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	September 8, 2023
Applications Review and Invitations to Interview	Rolling



Submission Guidelines & Requirements

Consultant(s) must have:

1. Relevant experience writing grant proposals and reports.
2. Excellent written communication skills in English.
3. Equity acumen and connection to ISC's mission.
4. Critical thinker with ability to synthesize and distill large volumes of information to write compelling products.

Familiarity with social justice-related work in the United States and/or Asia is preferred. Familiarity with the environmental and climate fields will be prioritized, but is not required.

Interested firms or individuals must provide the following information:

1. An expression of interest letter, with:
 - a. Name and contact details
 - b. Three references who can speak to consultant's successful completion of similar work, with contact details (email and telephone)
 - c. Consulting rate in USD



2. Description of qualifications in a CV (maximum 3 pages)
3. Three examples of written products that showcase the consultant's ability to develop donor communications, such as letters of inquiry, proposals, reports, etc.

Deadline for Submission: Not applicable. Applications will be accepted on a rolling basis.

To submit your proposal: Interested consultants should submit the requested information via email to **Nidhi Shashidhara** at nshashidhara@sustain.org, with RFP - Grant Writing Consultant Submission in the subject line.



Evaluation Factors

ISC will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal.
2. Relevant past performance/experience.
3. Samples of work.
4. Cost.
5. Expertise/experience of the applicant.