



REQUEST FOR QUOTES

Independent Grant and Technical Writer

I. Introduction:

Workforce Solutions Golden Crescent's (WSGC) objective is to select a qualified Independent Grant Writer/Technical Writing Consultant/Contractor.

II. Project Overview:

Workforce Solutions Golden Crescent (WSGC) is seeking an experienced independent grant writer/technical writer with expertise in workforce development, youth social services, and related grants or technical writing assignments. The selected contractor will assist in the development, writing, and management of grant applications, helping organize the grant submittal process and coordinating internal efforts as necessary. This on-demand contractor position will support our organization by ensuring grant timelines, project goals, and related requirements are met, with additional duties to include research and technical writing projects (as needed).

III. Scope of Work: The qualified Independent Grant Writer/Technical Writer will be responsible for the following:

1. Developing and writing grant applications focused on workforce development, youth educational and dropout prevention services and related areas.
2. Assisting with organizing and managing the grant submittal process, including hosting meetings with internal staff to ensure project timelines and objectives are met.
3. Conducting research on funding opportunities and requirements.
4. Establishing initial kick-off meetings when necessary to coordinate efforts across teams.
5. Providing relevant experience and references to demonstrate expertise in grant writing and technical writing projects as assigned.
6. Offering on-demand support for various grant-related tasks, including completing and submitting applications, or other technical (policy/planning, etc.) writing assignments when needed.

IV. Requirements/Qualifications:

1. Proven experience in writing/managing various grants and solicitations.
2. Ability to work with a variety of grant types, including smaller state and local opportunities.
3. Strong organizational and research skills.
4. Excellent written communication and attention to detail.
5. Experience coordinating teams and managing the grant process to meet deadlines.

A proud partner of the  **americanjobcenter** network

The Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions
Workforce Solutions is an EO Employer/Program

6. Ability to work independently with an on-demand, flexible approach.
7. Prior experience with nonprofit or government agency grants is a plus.

V. Deliverables

1. Written and submitted grant proposals, applications, or technical writing projects.
2. Organized and managed grant submission process, including hosted team meetings.
3. Regular updates on project progress and deadlines.
4. Research summaries on funding opportunities as needed.

VI. Proposal Submission:

Interested individuals or firms are invited to submit a comprehensive proposal, including the following:

1. A brief proposal outlining your experience and qualifications.
2. Examples of successful grant applications or technical writing, especially in workforce development, youth educational and dropout prevention services, or similar projects for non-profit organizations.
3. Contact information for professional references.
4. Hourly or project-based rate structure.

VII. Submission Deadline:

Proposals must be submitted by **Thursday, December 5, 2024, at 3:00 p.m. (CST)**. **Submissions** must be on time to be considered.

VIII. Selection Process:

Proposals will be evaluated based on experience, approach, and cost. Shortlisted candidates may be invited for an interview.

IX. Contact Information:

For inquiries and submission of proposals, please contact:

Jose Troncoso

josetroncoso@gcworkforce.org

361-576-5872

X. Additional Information:

Workforce Solutions Golden Crescent reserves the right to reject any proposals and negotiate modifications with the selected contractor. The contractor chosen will be expected to enter into a formal agreement with Workforce Solutions Golden Crescent.

A proud partner of the  **americanjobcenter** network

The Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions
Workforce Solutions is an EO Employer/Program