

Purpose:

The Grand Traverse Band of Ottawa and Chippewa Indians is soliciting proposals from individuals or companies to provide grant writing proposals and/or application support to the Grand Traverse Band of Ottawa and Chippewa Indians as needed, based on a request submitted by the Tribe.

Background:

The Grand Traverse Band of Ottawa and Chippewa Indians (GTB, Grand Traverse Band) is a federally recognized Indian tribe having a government-to-government relationship with the United States by action of the Department of the Interior effective May 27, 1980. The Grand Traverse Band's Reservation and six-county service area is located in the northwest section of the lower peninsula of Michigan. The GTB service area for the delivery of federal and Tribal services encompass six counties that include Antrim, Benzie, Charlevoix, Grand Traverse, Leelanau, and Manistee—an area of 2,562 square miles. All counties in the Service Area are designated "rural" by U.S. Department of Agriculture. The federal land base for the Tribe is 2,370 acres dispersed throughout the six county service area. There are 4,189 Grand Traverse band tribal members, of which 1,923 members and their dependents reside on the reservation lands or within the Service Area. Most of the available GTB services are provided to any Native American residing in the Service Area or 5,108 people (U.S. Census, 2010).

The Office of Program Development (OPDE) is a department of the Tribe that handles the writing and submission of funding requests to the agencies. Grant applications must be approved and accepted by the Tribal Council prior to submission and are the property of the Grand Traverse Band of Ottawa and Chippewa Indians. The Office of Program Development and Evaluation staff (OPDE) will handle the formal approval by the Tribal Council and submission of the application to the agency.

General Vendor Information:

Please provide a brief narrative regarding the following information

1. Length of experience in writing grant proposals
2. Number and type of proposals provided to/submitted for a Tribal organization
3. Number of successful grant proposals that were funded

All proposals must include:

1. A cover letter
2. Detail the experience and qualifications of the individual/company in writing grants from multiple funding sources such as state/local/tribal.
3. Show knowledge of grant funding opportunities, funding sources and grant regulations
4. Clearly defined base cost or per proposal/application cost
5. Three (3) references from clients

Scope of work:

The Grand Traverse Band of Ottawa and Chippewa Indians is looking for grant writers who have a proven history for writing successful, complex, grant application proposals. Have the ability to work on and manage multiple grant proposals with competing deadlines.

Vendor to provide for each grant application requested

1. A kick-off meeting with the applicable department staff to discuss the application items required, work plans, budgets, deliverables.

2. Written proposal, abstract, full budget, list items for evaluation/public comment
3. Application budget and abstract to be submitted to the OPDE staff at least 3 weeks prior to the next Tribal Council meeting
4. Follow up to agency requests for revisions

GTB to provide

1. Application information the tribe is interested in, answers to needed questions as requested by the vendor.
2. OPDE department will contact the vendor when a grant application assistance as needed and will setup the conference call with the appropriate staff for the preliminary details.
3. OPDE staff will obtain the necessary internal Tribal paperwork for the grant submission such as the Tribal Resolution and Tribal signatures.

Vendor is required to email a proposal and related documents in PDF format to Jodi Lewis, Program Compliance Coordinator at Jodi.Lewis@gtbindians.com, identify the email subject line as “grant writer proposal”.

The vendor must have the ability to communicate via phone and email. Video conferencing is also available for meetings. If selected, the vendor must provide proof of general liability insurance and workers comp insurance as required by their state law and a W-9.