



# CITY OF AURORA

P. O. BOX 30  
AURORA, MO 65605  
PH: 417-678-5121

## CITY OF AURORA, MISSOURI REQUEST FOR QUALIFICATIONS (RFQ) GRANT WRITER

Grant Writer: planning, administration, and related services

The City of Aurora, Missouri is requesting statements of qualifications and proposals from consultants with a strong record and/or qualifications, which will enable them to successfully assist the City of Aurora with development of project research and matrix, writing proposals and grant writing. Responding consultants should be qualified to provide grant writing, planning, grant administration and related services.

The City of Aurora seeks to immediately contract for “on-call services” related to grant writing, planning, administration and related services for Economic Development, Workforce Development, CDBG funds, public facilities, land acquisition, recreational grants, new and existing building renovations and other grant opportunities that the City of Aurora may be eligible for. All contracts are subject to Federal and State contract provisions as required through grant specifications or other prerequisites.

Criteria for evaluation includes:

- 1) A minimum of three (3) years of experience in research and grant writing for nonprofits or municipal governments.
- 2) Bachelor’s degree in communications, English, writing or similar field.
- 3) Experience with some or all of the following: private/family foundations, local/municipal, state, federal and corporate proposals.
- 4) Excellent writing, analytical, and research skills are essential. Proposers must be self-motivated, detail oriented and highly organized.
- 5) Ability to understand and execute complex instructions.
- 6) Knowledge of CDBG and other Federal grant guidelines and regulations.
- 7) Knowledge of State of Missouri state funded grant programs such as the Land Water Conservation Fund, Outdoor Recreation Legacy Partnership Program, and others.

- 8) Knowledge of SW Missouri and regional community partners such as SMCOG, CFO, and others.
- 9) Proven record of awarded and administrated grants.
- 10) Professional training and certification credentials – Grant Writing certification programs completion, etc.

Proposer will also cite examples of similar work in other communities and include references from within those communities. References will be contacted.

Questions may be directed to:

Jon Holmes, City Manager

2 W. Pleasant Street

Aurora, Missouri, 65605

Phone: 417-678-5121 Ext. 23

[jholmes@auroramogov](mailto:jholmes@auroramogov)

For consideration, proposers must submit their proposals no later than 5:00 PM, November 16<sup>th</sup>, 2020.

Please submit qualifications to:

City of Aurora, Missouri

ATTENTION: Jon Holmes, Grant Writer - RFQ.

P.O. Box 30

Aurora, MO 65605

Proposals received after the above date may not be considered.

The City of Aurora reserves the right to accept or reject any and/or all proposals and to waive informalities in the proposal process. The City of Aurora is an Equal Opportunity Employer.

Jon Holmes, City Manager

City of Aurora, Missouri

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