



HOH INDIAN TRIBE

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Lisa Martinez - Secretary
Rosetta Lietka – Treasurer
Derek Benally – Member
Enrique Barragan – Member
Dawn Gomez - Member

Robert Smith – Executive Director

Hoh Indian Tribe Request for Proposal Grant Writer

Purpose

The Hoh Indian Tribe is requesting proposals for a Grant Writer (individual or organization) to provide grant writing, proposal and application support, as well as ongoing reporting and deliverable assistance, as required, to the Hoh Indian Tribe.

Background Information

The Hoh Indian Tribe is a Federally Recognized Tribe in Pacific Northwest. The tribe lives on the Pacific Coast of Washington on the Olympic Peninsula. The Hoh moved onto the Hoh Indian Reservation, (47°44'31"N 124°25'17"W) at the mouth of the Hoh River, on the Pacific Coast of Jefferson County, after the signing of the Quinault Treaty on July 1, 1855. The reservation has a land area of 1.929 square kilometers (477 acres) and a 2000 census resident population of 102 persons, 81 of whom were Native Americans. It lies about half-way between its nearest outside communities of Forks, to its north, and Queets (on the Quinault Indian Reservation), to its south.

Scope of Work

Hoh Indian Tribe seeks a Grant Writer with a proven track record for writing, submitting and securing grants for Native American Tribes. Successful applicants will have submission experience for government, corporate and/or private foundation grants. The consultant's responsibilities will include:

1. A kick-off meeting with the Executive Director to align on scope, priorities, work plan, and deliverables.
2. Desk review of relevant organizational documents including current grants and strategic plan.
3. Develop, prepare, and submit grant proposals as requested and under the direction of the Executive Director.
4. Assist with setup of record-keeping and reporting schedule.
5. Providing ongoing consulting/coaching as it pertains to all grants awarded.

Submission Requirements

1. All Proposals should be submitted electronically in PDF or Word to:

Robert Smith
Executive Director
Bob.smith@hohtribe-nsn.org

2. Proposals have a 10-page maximum. For ease of reading use 1.5 spacing and 12-point font size.

3. Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal. All proposals must include:

- A. A cover letter.
- B. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project. Describe in detail your experience writing and submitting government, corporate, private foundation grants.
- C. A narrative that addresses how the Scope of Work, as outlined above, will be accomplished.
- D. An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
- E. A clearly defined compensation schedule. Provide both hourly and/or per project fees.
- F. Three (3) references from clients for whom the consultant has performed similar services.

The successful contractor may be awarded a short-term professional services contract for the services identified in this RFP and in the proposal to the contractor. Issuance of this RFP does not commit Hoh Indian Tribe to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.