



## Request for Proposal (RFP) for Funds & Grant Development Consultant

Issued by: Michigan Street African American Heritage Corridor  
RFP Title: Funds & Grant Development Consultant  
Date Issued: Wednesday, December 11, 2024  
Proposal Due Date: By 12 noon, Friday, January 17th, 2025

### 1. Introduction

The Michigan Street African American Heritage Corridor (MSAAHC) is seeking proposals from qualified individuals or firms to provide services as a Funds & Grant Development Consultant. The selected candidate will be responsible for identifying, securing, and managing funding opportunities to support the mission and growth of our organization. This role is pivotal in developing relationships with potential donors, writing grant proposals, and ensuring compliance with grant requirements.

### 2. About Our Organization

The MSAAHC is a nationally and internationally recognized Buffalo neighborhood that serves as the focal point of residents’ and visitors’ experience for learning about Buffalo’s rich African American history through its vibrant neighborhoods, shops, restaurants, unique structures, historical markers, people and institutions, as well as its significant impact on local, national and international history. As an advocate for the community, the MSAAHC endeavors to integrate the African American cultural significance and impact on Buffalo’s history through public engagement, community education that will invigorate, inspire and enliven cultural appreciation, preservation and community development. The Heritage Corridor serves as the connector of the past, present, and future for those historic neighborhoods that connect within and beyond the Corridor.

### 3. Scope of Work

The selected Funds & Grant Development Consultant will be expected to:

- I. Research and Identify Funding Opportunities:
  - a. Research prospective funding sources including government, foundations, corporations, and individuals.
  - b. Stay up to date on new grant opportunities, fundraising trends, and potential partnership opportunities.



- c. Regularly meet with members of the MSAAHC Grant Development and Fundraising Committee to discuss strategies that identifies perspective funding opportunities.
- II. Grant Writing and Proposal Development:
    - a. Collaborate with administrative and program staff to ensure alignment between grant proposals and organizational priorities.
    - b. Work with the MSAAHC Executive Director (ED) and Administrative Staff to develop, write, and submit compelling grant proposals to secure funding.
  - III. Grant and Fund Management:
    - a. Help the ED and the MSAAHC Chief Financial Officer (CFO) to manage the lifecycle of grants, including tracking deadlines, compliance, reporting, and communications with funders.
    - b. Monitor grant-funded projects to ensure that deliverables are met in accordance with grant agreements.
  - IV. Donor Relations and Stewardship:
    - a. Cultivate and maintain relationships with current and prospective donors.
    - b. Assist with the continued development and promotion of the MSAAHC's signature capital campaign initiative *Michigan Street 2030*.
    - c. Manage communication with donors, ensuring timely acknowledgments and regular updates.
  - V. Fundraising Campaign Development:
    - a. Develop strategies for fundraising campaigns and other development initiatives.
    - b. Organize and manage donor events or other fundraising activities when necessary.

#### 4. Deliverables

The Funds & Grant Development Consultant will be expected to provide the following:

- I. Comprehensive database or list of potential funding sources for the corridor and sister anchors.
- II. Develop sustainable & strategic fundraising programs & procedures for the Corridor's Michigan Street 2030 Fundraising Campaign.
- III. Coordinate, plan and oversee donor events.
- IV. Submission of [insert number] of grant proposals within [insert timeframe].
- V. Regular updates on funding opportunities, grant proposal status, and donor relations.



- VI. Work with Executive Director and Chief Financial Officer to produce accurate quarterly and annual reports on funds raised, grants secured, and donor engagement activities.

## 5. Qualifications

The ideal candidate or firm should possess:

- I. Experience: Preferred minimum of 5-6 years of experience in grant writing, fundraising, and/or development.
- II. Experience: Preferred experience working with agencies involved in either entertainment-, arts-, cultural-, or museum-specific industries.
- III. Proven Track Record: Demonstrated success in securing funds from diverse sources (government, corporate, foundations, individual donors).
- IV. Knowledge: Familiarity with funding processes and compliance requirements for nonprofit organizations.
- V. Knowledge: Preferred experience and access to a developed CRM that managed donors, fundraising campaigns, etc.
- VI. Knowledge: Preferred working experience and knowledge of social media and the web; successful track record in leveraging online-giving campaigns via social media channels.
- VII. Skills: Strong writing, communication, organizational, and research skills.
- VIII. Education: Bachelor's degree in a relevant field (e.g., Nonprofit Management, Communications, Business, or Public Administration).

## 6. Proposal Requirements

Interested individuals or firms should submit a proposal that includes the following:

- I. Cover Letter: Brief statement of interest and qualifications.
- II. Experience and Qualifications: Detailed overview of relevant experience, particularly in fundraising, grant writing, and donor relations.
- III. Work Plan: Description of how you intend to approach the responsibilities outlined in the Scope of Work.
- IV. References: Contact information for [insert number] references familiar with your grant development work.
- V. Fee Structure: Proposed fee or pricing structure for services.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- I. Demonstrated experience and qualifications in fundraising and grant writing.
- II. Proven success in securing grant funding and donor engagement.
- III. Understanding of MSAAHC's mission and funding needs.



- IV. Cost-effectiveness and proposed fee structure.
- V. Quality of references and past performance.

**8. Submission Guidelines**

Deadline: Proposals must be submitted by 12 pm noon, Friday, January 17th, 2025  
 Submission Method: Email proposals to [talford@michiganstreetbuffalo.org](mailto:talford@michiganstreetbuffalo.org) with the subject line "RFP Response – Funds & Grant Development Consultant".

Questions: Any questions regarding this RFP must be submitted via email by Wednesday, January 8, 2025, to Terry Alford, Executive Director, [talford@michiganstreetbuffalo.org](mailto:talford@michiganstreetbuffalo.org).

**9. Terms and Conditions**

The MSAAHC reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities, and to select the proposal that is in the best interest of the organization.

All costs incurred in the preparation of the proposal shall be the responsibility of the proposer.

Proposers should be prepared to sign a contract based on the services outlined in their proposals.

We look forward to reviewing your proposal and appreciate your interest in supporting our organization’s mission.

Sincerely,

Terry Alford  
 Executive Director  
 Michigan Street African American Heritage Corridor  
 (716) 322-1002  
[talford@michiganstreetbuffalo.org](mailto:talford@michiganstreetbuffalo.org)