Request for Proposals for Grant Writing Services

APANO Communities United Fund and APANO are seeking contract grant writing services to support grant applications, reports, and prospect research for general operating and programmatic grants. The contractor will partner with our Development Team and programmatic leaders to conduct research and develop content for our grants and contracts. The work is anticipated to total 10-15 hours/week over a 6 month period. We are anticipating paying an hourly rate of $35 - $65, depending on experience and strength of proposal.

About the Organizations:

APANO Communities United Fund (CUF) and APANO unite Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO CUF is a 501(c)(3) organization with an annual budget of $4-5 million, and works closely with its affiliate 501(c)(4) organization, APANO, which has an annual budget of about $300,000. The Grant Writer would support both organizations, with a larger emphasis on APANO CUF.

Project Specifications

- Conduct prospect research, draft applications, and develop reports for general operating grants with the Development Team.
- Partner with Program leaders to support current programmatic grant reporting, identify program-aligned funding opportunities, and draft applications.
- Track application and reporting deadlines and ensure materials are submitted on time. Ensure materials are tracked and organized in internal files.
- As needed, coordinate with the Finance team to provide grant/contract information and compile financial information needed for funders.

Proposal Specifications

To be considered for this project, please submit a proposal by Monday, July 31, 2023 at 9:00am Pacific Time via email to jobs@apano.org with the subject line “Grant Writer.” Review of proposals will begin immediately.

Complete proposals should include:

- Type and range of services offered that align with this project.
Contact information and brief biography of key people involved in the project. Please include any relevant prior experience, work history, education, and or accomplishments related to this project scope.

Demonstration of respect for Asian, Native Hawaiian, and Pacific Islander communities and support for APANO’s mission and values.

Availability in the upcoming months to support this work.

Rates or compensation that you typically charge.

A writing sample demonstrating grant writing experience/skills.

1-2 references, with contact information, and your relationship to the reference.