Organizational Background
Founded in 1992, Austin Parks Foundation (APF) is dedicated to partnering with our community to enhance people’s lives by making our public parks, trails and green spaces better through volunteerism, innovative programming, advocacy and financial support.

APF is focused on creating equitable access to great parks for all Austinites, and helps fill the City's funding and resource gap in order to develop and maintain Austin's nearly 300 parks. APF fosters unique public/private partnerships, and has given over $3 million in community-initiated grants since 2006. In partnership with neighbors all over the city APF is engaging the greater Austin community in creating a parks system that serves their needs. APF is known for its annual flagship volunteer event, It’s My Park Day, and is a presenting partner and beneficiary of the popular Austin City Limits Music Festival at Zilker Metropolitan Park. For more information, please visit www.austinparks.org.

Project Overview
Over the last few years, Austin Parks Foundation has prioritized diversification of our development portfolio and we have expanded our grantseeking program. APF's current grant portfolio consists of family foundations and private charitable foundations, as well as government and corporate grants, ranging in cumulative yearly grants revenue from $350,000 - $1M. We are seeking an experienced grants consultant to help us continue to expand our program by researching and forming new partnerships, continue to retain and grow funding from existing partners, and to meet all reporting deadlines.

Scope of Work
The Scope of Work will include but not be limited to the following:
1. Conduct regular biweekly meetings with Austin Parks Foundation (APF) team
2. Independently research new grant opportunities as well as determine eligibility of opportunities brought forth by APF staff
3. Prepare tracking method, task lists, and timelines to manage each grant from proposal to report
4. Write all sections of grant proposals, based on APF’s current messaging, provided project language and previous successful applications
5. Fully prepare grants for submission; be sure all proofreading is completed and necessary documentation, attachments, budgets etc are provided. Submit all grants on time.
6. Identify all grant reporting requirements well in advance and work with APF team to prepare and submit all reports in advance and no later than the deadline
7. Keep all materials and templates up-to-date

Proposal Requirements

1. **Qualifications and Experience:**
   - Proven grant writing experience, 5 years preferred
   - Excellent verbal and written communication skills
   - Previous experience or familiarity with parks, environmental, or greenspace organizations preferred
   - Experience with government grants, including federal grants, a plus

2. **Timeframe:**
   - Be available for 6 hours a week
   - Prefer contract for 12 months

3. **Budget:**
   - Include a budget proposal

Please include the following in your proposal:
   - Overview of your experience in writing and submitting grants, including successful grant awards
   - Overview of how you would address APF’s needs as outlined in this RFP
   - Writing example (not to exceed 2 pages)
   - 2 references from organizations with recent contracts

Submission Requirements
Prospective service providers should submit one (1) proposal to Austin Parks Foundation on or before November 15, 2020 5:00 PM CST. Women and People of Color are strongly encouraged to apply.
Proposals should be submitted to: Ladye Anne Wofford at ladye.anne@austinparks.org

Please call Ladye Anne at 512-439-9577 with any questions.