



Fundraising and Grant Assistance

The North Hills School District is seeking assistance from a professional firm or independent contractor to develop, implement and oversee fundraising initiatives, and to research, identify and apply for potential grant opportunities from foundations, government agencies and other funding sources.

The firm representative or independent contractor will work directly with the Administration and Finance Committee liaisons of the NHSD Board of Education to develop and implement a strategy to increase financial revenues to support district initiatives in alignment with the district's needs and objectives. Regularly scheduled meetings with the Administration and/or Finance Committee liaisons shall be determined on an as needed basis.

Key Deliverables

1. Grant Writing

- Research and identify potential grant opportunities from foundations, government agencies, and other funding sources.
- Develop and write persuasive grant proposals, applications, and reports in alignment with the school district's needs and objectives.
- Collaborate with school staff, administrators, and faculty to gather information and data necessary for grant proposals.
- Ensure grant applications are submitted on time and adhere to the guidelines of each funding source.

2. Fundraising Planning and Strategy

- Create and execute a comprehensive fundraising strategy that includes annual giving campaigns, major donor cultivation, and special events.
- Develop and maintain a fundraising calendar outlining key activities, deadlines, and milestones.
- Collaborate with the district's leadership team to align fundraising efforts with the school district's mission and priorities.

3. Donor Relationship and Building Community Partnerships

- Cultivate and maintain relationships with individual donors, corporate sponsors, and community partners.
- Develop personalized stewardship plans to acknowledge and engage donors, ensuring their continued support.

- Regularly communicate with donors to provide updates on the school district's achievements and impact.

4. Budgeting and Reporting

- Develop and manage budgets for fundraising initiatives and grant-funded projects.
- Track and report on fundraising progress, grant awards, and financial outcomes
- Ensure accurate and timely reporting to grant funders, detailing the use of awarded funds and the outcomes achieved.

The North Hills School District invites interested firms and independent contractors to submit proposals to provide services that achieve the key deliverables.

Proposals must include:

- Name of Firm or Independent Contractor
- Address
- Phone number and title of contact person
- Overview of the Firm or Independent Contractor
 - Please include current and existing clients from the past six years whom grant writing services have been provided for. If not longer working with a client, please identify the principal reason(s) why your grant writing services are no longer being used.
- Similar projects or unique qualifications that would benefit the North Hills School District with this initiative.
- Fee and payment structure

Proposals will be accepted from October 6, 2023 through November 30, 2023 and should be submitted by email to NHSD Superintendent Dr. Patrick Mannarino at mannarinop@nhsd.net. Proposals received after November 30, 2023 will not be considered.

The agreement period is January 1, 2024 through December 31, 2024.

NHSD reserves the right to reject any and all proposals not considered to be in the best interest of the North Hills School District.