Request for Proposals (RFP)
Grant Writing and Development Services

Corpus Christi Downtown Revitalization Alliance (DRA)

Starting September 1, 2014, The DRA is requesting proposals for grant writing and fundraising services on a contract basis.

**DEADLINE:**
Submit responses by 4 p.m. CT, October 2, 2014

**SUBMIT TO:**
Terry Sweeney
Executive Director
Corpus Christi Downtown Management District
223 N. Chaparral St.
Corpus Christi, TX 78401
[terry@cctexasdmd.com](mailto:terry@cctexasdmd.com)
**The Corpus Christi Downtown Revitalization Alliance (DRA):**
The DRA [www.cctexasdra.org](http://www.cctexasdra.org), an affiliate of the Corpus Christi Downtown Management District (DMD) [www.cctexasdmd.com](http://www.cctexasdmd.com), is a 501 (c) 3 not-for-profit organization that exists to support revitalization efforts throughout the Greater Downtown area/Central City.

**Mission:**
The mission of the DRA includes facilitating the redevelopment of Downtown Corpus Christi/Central City into a safe, clean, and pedestrian friendly community comprised of a central business district, arts and culture, sports and entertainment areas, that provides local residents, tourists, and families with a unique waterfront community and opportunities to enjoy its’ fine restaurants, shops and residential facilities. Geographic areas represented include: DMD, Uptown, SEA District and North Beach.

**Scope of Work**
DRA is looking to hire a firm or individual to obtain financial resources in the form of grants or general fundraising to further the DRA mission. Specifically the selected firm or individual will:

- Research grants opportunities with areas of emphasis in:
  - Public Safety
  - Beautification
  - Arts and Culture
  - Transportation and connectivity
- Complete and submit grant applications.
- Assist with developing and executing general fund raising plan.

**Work Product, Expectations and Deliverables:**
- Develop a one year work plan that will include the following deliverables and tasks:
  - List of public and private foundations that fund grants in DRA focus areas.
  - List of potential grants to apply for in the first 12 months.
  - Complete and submit grant applications from the list.
  - Assist with developing a more formal fundraising plan.
  - Assist with executing the fundraising plan.
- Work with DRA to establish 12 month goals and benchmarks for the contract.
- Provide monthly activity report documenting progress.

**Terms and Conditions**
DRA shall enter into a one year contract with the selected firm or individual to perform the scope of work described above. The DRA would prefer compensation be in the form of a monthly retainer with a bonus structure developed to reward successful grant awards and success in fundraising. However, DRA is open to discuss and negotiate other compensation arrangements.

**Selection Process and Timeline**
Interested firms or individuals should submit proposals to DRA via mail or email. DRA shall review the proposals and may choose to discuss your proposal over the phone and/or invite a select number of applicants to make a presentation to the selection committee.

**Criteria:**
- Demonstrated success in obtaining grants in DRA focus areas.
- Experience in fundraising. Priority given to local fundraising experience/success.
Timeline

- Release RFP: September 9, 2014
- RFP submission deadline: October 2, 2014
- Review process and presentations by applicants: October 2, 2014 - October 24, 2014
- Final Selection: October 24, 2014

Submissions
Candidates shall submit information that will assist DRA with evaluating your ability to provide the services requested and should at least include:
1. Summary of services that will be provided by Company/individual under contract with DRA.
2. Company overview and bio of key professional(s) working on scope.
3. List of grants successfully secured in the past 24 months.
4. Two examples of grant applications you submitted that successfully obtained a grant.
5. Summary of fundraising experience and examples of success.
6. Client list and three references.
7. Other items that may assist in evaluation.

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