



Request for Proposal (RFP)-Grant Writing Services

Issue Date: July 10, 2025

Proposal Deadline: August 11, 2025, at 4:30 pm

Contact Person: Sandy Stokes, Legislative Coordinator

Email: legislative@mayerthorpe.ca

Phone: 780-786-2416 ext. 232

1. Introduction

The Town of Mayerthorpe, Alberta, is issuing this Request for Proposal (RFP) to invite qualified individuals or consulting firms to submit proposals for the provision of professional grant writing services on a contingency or commission basis.

The purpose is to secure expert assistance in researching, developing, and submitting and reporting on high-quality grant applications to federal, provincial, and other funding agencies that align with the Town's strategic priorities.

The grant writer will also be available to support community groups within Mayerthorpe and the surrounding area with grant applications relative to their specific needs.

2. Background

The Town of Mayerthorpe is a vibrant and growing community located in north-central Alberta. The Town is committed to supporting sustainable development, improving community infrastructure, and enhancing the quality of life for residents through strategic partnerships and funding initiatives. As a municipality, Mayerthorpe frequently seeks external funding to support projects in areas such as infrastructure, economic development, recreation, tourism, and community services.

Mayerthorpe community groups often contact the Town requesting support for grant writing, but due to the Town's limited staff complement, Town employees often are unable to support assist these efforts.

The Town of Mayerthorpe will act as the point of contact and promote the availability of the grant writer service to all community groups in and around Mayerthorpe.

3. Scope of Work

The successful grant writer will work in close collaboration with the Town's administrative and leadership teams to:

- Identify and evaluate relevant funding opportunities from federal, provincial, and other sources
- Prepare comprehensive grant proposals, including all required supporting documents
- Draft letters of intent, applications, budgets, and progress reports
- Assist with project scoping and strategic alignment with grant objectives
- Maintain a calendar of funding opportunities and reporting deadlines
- Support compliance with funding guidelines, terms, and reporting requirements
- Provide periodic updates and consultations with Town staff as needed

4. Proposal Requirements

Interested parties must submit a proposal that includes:

- **Cover Letter** introducing the applicant or firm
- **Statement of Qualifications** including experience with municipal or government grant writing
- **Project Approach and Work Plan** describing how you will identify opportunities and manage the grant development process
- **Contingency/Commission Fee Structure**
- **Examples of Previous Work** (at least one successful grant proposal—redacted if necessary)
- **Client References** (preferably from other Canadian municipalities or public-sector clients)

5. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Weight
Relevant Experience and Qualifications	30%
Understanding of Municipal Needs & Opportunities	25%
Work Plan and Methodology	20%
Fee Structure and Value	15%
References and Writing Samples	10%

6. Submission Instructions

All proposals must be submitted electronically in PDF format to:

Email: employment@mayerhthorpe.ca

Subject Line: "RFP – Grant Writing Services – Town of Mayerthorpe"

Submission Deadline: August 11, 2025 @ 4:30 p.m.



Questions related to this RFP must be submitted via email by August 11, 2025, at 4:30 p.m. to the contact listed above. Late submissions will not be considered.

7. Project Timeline

- RFP Issued: July 10, 2025
- Deadline for Questions: August 4, 2025
- Proposal Due Date: August 11, 2025
- Evaluation Period: August 12 -15, 2025
- Notification of Award: August 18, 2025
- Contract Start Date: Upon Execution

8. Terms and Conditions

- The Town of Mayerthorpe reserves the right to accept or reject any or all proposals.
- The lowest-cost proposal will not necessarily be accepted.
- The Town may negotiate terms with the selected proponent before finalizing an agreement.
- This RFP does not constitute a contract or offer of employment.
- All documents submitted will become the property of the Town of Mayerthorpe.