

Request for Proposals

Consulting Services to Support Nonprofit Organizations Seeking Funding from Federal and other Sources

The Native American Recovery Fund zone grant at the New Mexico Foundation is seeking a consultant or organization to provide in-depth support to Native-led nonprofits that are interested in accessing Federal and other government funding for pandemic recovery, infrastructure, and other sources. The Fund has already selected 12 organizations and programs that are working in New Mexico Native American communities across these five focus areas: Health Systems, Local Food Systems, Family Economic Stability, Opportunity Youth, and Water Resilience. In addition, the Recovery Fund is also seeking to provide these capacity building services to organizations that applied for funding but did not receive it.

The contractor or organization will provide the following services:

- Meet with individual grantee organizations to understand their projects, priorities and capacities for applying for and managing Federal and other grant opportunities.
- Build a comprehensive report identifying all available grant opportunities that are most relevant to each participating grantee.
- Guide each grantee through the application process for up to two grant opportunities.
- Provide grant-writing services in support of these applications.
- For grantees who are interested in building in-house grant writing and research capacity, contractor will provide or connect training opportunities to build that capacity.
- Maintain an ongoing list of grant opportunities as they are discovered and share these opportunities on a regular basis with grantees and other organizations that are connected to the broader Recovery Fund network.
- If there is interest among grantees, build and sustain a “community of practice” for organizations dedicated to building shared capacity for grants discovery, application and administration.
- Prepare a report at the end of the contract detailing the support provided to the various grantees.

The services will be provided over the period of September 2022 - February 2023.

The contractor or organization should have the following qualifications:

- Extensive experience with Federal grant opportunities, including a strong understanding of key agencies (e.g., USDA, HUD, and DOI, among others) and how those organizations make grants in New Mexico.
- Experience applying for and administering State and Federal grants.
- Strong relationships with State and Federal agencies that are most relevant to the grantees being served.
- Excellent communication and project management skills.

- Strong writing skills, particularly with regard to grant writing and reporting.

The participating funders have a strong preference for an Indigenous consultant or Indigenous-led organization to fulfill these tasks.

The term of this initial contract will run through the end of 2022, with the possibility of an extension in 2023.

To apply, please provide a letter that includes the following information:

- Name of individual or organization (“contractor”)
- Location of contractor
- A paragraph or two describing the contractor’s qualifications
- A paragraph or two describing direct experience providing this type of support to Native-led organizations (including Tribes)
- A paragraph describing how this work aligns with contractor’s mission
- A paragraph describing what the contractor has learned in the past in working with Native-led organizations

Please send the letter to Erika Davila at edavila@newmexicofoundation.org).