



WINDHAM REGION COUNCIL OF GOVERNMENTS

Chaplin Columbia Coventry Hampton Lebanon Mansfield Scotland Willington Windham

Request for Qualifications

Grant Writing Services

WINCOG and its nine member towns seeks a seasoned contract/freelance grant writer to support the activities of WINCOG and its member towns by drafting and submitting identified grant opportunities for public (federal and state) and private (corporate and foundation) funding. Ideal candidates will have an understanding of the public and nonprofit sectors; an appreciation for the fields of fundraising; demonstrated success in researching, writing, and securing grants from public (federal and state) and private (corporations and foundations) sources; thorough understanding of budgets and budget development; and internet and computer skills for dissemination of information and electronic grant proposal submission.

Responses to this **Request for Qualifications (RFQ)** must include the following information and address the following qualifications:

- A cover letter/statement of interest
- 5-10 page grant writing portfolio including examples of similar projects completed
- List of resumes and references
- Bachelor's degree and at least 3-5 years non-profit grant-writing experience
- Demonstrated ability to work independently as well as to act as liaison to other departments
- Ability to handle multiple projects under tight deadlines, meticulous attention to detail and accuracy
- Proposed Fee Schedule for Services

Submit Qualifications to: WINCOG Executive Director, 700 Main Street, Willimantic, CT 06226. (860) 456-2221, or at director@wincog.org

Deadline for submission is **2:00 pm on January 13, 2011**.

WINCOG reserves the right to reject any and all proposals received as a result of the RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of WINCOG and its member towns.

WINCOG and its member towns are an affirmative action, equal opportunity employer.