**Request for Proposals for Grant Writer** Logo, company name

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The Museum School Foundation, an independent 501(c)(3) organization established to support The Museum School of Avondale Estates, is seeking a qualified consultant or firm for a time-limited engagement to support the Foundation’s grantseeking efforts to fund key programming in the areas of Equity, Diversity, and Inclusion (EDI) and Science Technology Engineering Arts and Math (STEAM).

**About The Museum School Foundation:**

The Museum School Foundation is a 501(c)(3) nonprofit governed by an independent, volunteer board of directors that serves as the fundraising arm of The Museum School of Avondale Estates. While the school’s instructional and operational costs are primarily funded through an annual per-student allotment received from the DeKalb County School District, funds for capital improvements or special projects must often be raised from private sources. The Foundation Board works closely with The Museum School Board to identify needs and priorities, and ensure all of the funds raised through the Foundation are allocated to the designated projects. Since its formation in 2011, The Museum School Foundation has raised millions of dollars to successfully fund the required renovation of the existing school facilities. The Foundation continues to support the school as it grows and seeks new ways to better serve its students and the community.

**About The Museum School:**

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school’s core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

[The Museum School (TMS)](https://themuseumschool.org/) is a DeKalb County charter school, serving 588 Kindergarten – 8th grade students. In its 11th year of operation, TMS is built on the museum model, a model that fosters exploration and discovery, giving students a strong sense of autonomy, interdependence, motivation and a joy for learning. The museum school model is based on the idea that children learn best through personal exploration and hands-on experience. The school partners with museums and other learning institutions to provide real-life experiences with classroom topics. Interactive learning expeditions to partner sites offer students a chance to ask questions, make observations, reflect on experiences and draw their own conclusions.

**About The Museum School’s EDI Program:**

The purpose of [The Museum School’s Equity, Diversity, and Inclusion program](https://themuseumschool.org/welcome/our-community/) is to address and reconcile issues of justice within our school community in order to ensure that all students, staff, and community members are safe and honored.  Recognizing the heavy responsibility of this work, the school supports a staff-based Equity, Diversity, and Inclusion team, parent-based Parent Council for Diversity and Equity (PCDE), Governing Board-based Diversity Committee and newly formed Equity and Diversity Student Council to improve practices. Each of these groups is committed to intentional, thoughtful actions, through deliberate collaboration, to strengthen The Museum School and the greater community for years to come.

The staff-based EDI team is led by the EDI Chair and the team’s steering committee, a sub-committee of the broader EDI team. This team is committed to:

* Partnering with all stakeholders, specifically staff, to ensure equitable best practices are being implemented
* Continuously providing experiences and resources to broaden and deepen our understanding of cultural diversity
* Ensuring that parents and board members are thoroughly informed and when able, active participants in equity work
* Investigating curricula to ensure culture, language, and student ability is recognized, valued and meaningfully incorporated into learning experiences

**About The Museum School’s STEAM Program:**

The purpose of The Museum School’s STEAM program is to expose all students to critical and complex thinking in the areas of science, technology, engineering, art, and mathematics. Dedicated STEAM teachers and classes, plus integrated classroom lesson plans, ensure that students have the opportunity to learn by asking questions, exploring materials, and testing hypotheses. Frequent work with the Engineering Design Process prepares our young explorers for high-level thinking tasks not only as K-8 students but for life-long learning. STEAM teachers focus on fostering creative problem solving through engineering, leading to new and creative ways of improving our lives!

**Our Request:**

The Museum School Foundation seeks a grant writer to research grant opportunities, identify potential funders, and develop grant proposals to support The Museum School’s innovative model of hands-on learning.

The Foundation’s overall fundraising goal for the 2020-2021 school year is $175,000, to be funded through a parent campaign, school/community-based fundraisers, and grants. The Foundation’s goal is to raise $25,000 in grant funds to support the school’s EDI and STEAM programs this year.

The grant writer will be expected to guide the Foundation’s approach to a variety of funders including but not limited to foundations, corporations, government, and individual donors.

The primary areas of interest for grant opportunities are The Museum School’s EDI and STEAM programs.

**Consultant Expectations:**

The ideal candidate will possess:

* Grantwriting experience within nonprofit organizations
* Experience with education fundraising
* Experience communicating with a Board of Directors and volunteers
* Clear, compelling writing style
* A Highly Organized work style with ability to manage multiple proposals

Any potential conflict of interest with the Avondale Education Association/The Museum School of Avondale Estates must be disclosed by the vendor.

**Timeline for Consultant Work:**

* Consultant selected – February 26, 2021
* Kick-off meeting with Chair, Vice-Chair, and Executive Director to prioritize projects and support– March 3, 2021
* Consultant services – March 3, 2021 - June 30, 2021

**Proposals:**

Within the proposal, please include:

* Primary contact person and contact information
* Detailed response to the proposal, including an explanation of how the following services would be provided in coordination with the Foundation board:
  + Prospect research
  + Proposal development
  + Proposal review and submission
* Names and relevant background information for individuals (including primary contact) who would be assigned to work with the Foundation
* Examples of past work, including at least one successful (i.e funded) grant proposal
* Estimated costs or fees for services
* References or contact information for at least two prior clients

Proposals will be evaluated based on the following criteria:

* General experience
* Experience with school fundraising
* Overall approach to proposal requests
* Alignment to school’s mission and core values
* Costs

Proposals are due on **Wednesday, February 10** by 5:00pm ET. All questions must be submitted via email to anne.huff@themuseumschool.org. The deadline for vendors to submit questions is Friday, February 5, 2021.

An electronic copy of the proposal shall be emailed to Anne Huff at [anne.huff@themuseumschool.org](mailto:anne.huff@themuseumschool.org).

**Timeline for Vendor Selection:**

RFP issued January 29, 2021

Question deadline February 5, 2021 5:00 PM ET

Proposals Due February 10, 2021 5:00 PM ET

Consultant Interviews (virtual) February 17-19, 2021

Consultant Selection February 26, 2021

We look forward to your response.

Sincerely,

Anne Huff

Chair

The Museum School Foundation

Anne.huff@themuseumschool.org

http://www.themuseumschool.org