



# Quartz Valley Indian Reservation

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## Request for Proposals Grant Writer

### Overview

The Quartz Valley Indian Reservation is seeking a grant writing consultant. The main responsibility will be to write and submit proposals to federal agencies, state agencies, and private funders. Assist on writing reports or renewal proposals for current funders as requested. The grant writer will collaborate with the Executive Council, Tribal Administrator, and Department Managers and staff to develop a personalized and relevant proposal to Quartz Valley Indian Reservation. The consultant will may also identify and assess funding opportunities.

The proposal should include the following to be considered responsive:  
Cover letter, no more than 2 pages, that provides the following information:

1. What is your experience/education that matches the main purpose outlined in this RFP?
2. What is your experience working with Tribes?
3. What types of grants have you written in the past that were funded?
4. How much time can you commit weekly?
5. What is your approach to pricing? What is your fee structure? What is your hourly rate? Does the rate change for researching grant opportunities compared to grant writing?
6. When are you available to begin? Do you have any existing scheduling restrictions?

Provide (2) two writing samples. Remove any proprietary or confidential information.

**Proposals must be received by December 22, 2022, at 5:00 pm.** If there are a lack of responsive proposals, the deadline may be extended. We welcome interest by independent consultants and firms.

Preference shall be given to Indian organizations, Indian-owned economic enterprises, and Indians. If you are requesting this preference, please include a copy of your official tribal identification and a statement that you are requesting Indian preference.

Submit your proposals, in writing or via email, to:

Mary Benedict, Comptroller  
Quartz Valley Indian Reservation  
13601 Quartz Valley Road  
Fort Jones, CA 96032  
[Mary.benedict@qvir-nsn.gov](mailto:Mary.benedict@qvir-nsn.gov)