

Sooke Fine Arts Society
Request for Proposal (RFP) for Grant Writing Services
April 2025

The Sooke Fine Arts Society (SFAS) is seeking proposals for a grant writer to provide grant writing services, research and related support services to SFAS on a contractual basis for the 2025 year. Applications will be considered from both Firms and Individuals.

Organization Overview

The Sooke Fine Arts Society is a not-for-profit organization that hosts Vancouver Island’s longest-running juried fine art show, providing a platform for artists from Vancouver Island and BC’s coastal islands.

It encourages and promotes a greater understanding and appreciation for the arts by organizing the annual art show, as well as hosting public learning opportunities to demonstrate artistic technique and expertise. The annual art show, held at the end of July and early August of each year, is Vancouver Island’s premier adjudicated art show. It brings artists, volunteers, visitors, and art patrons together in a 10-day celebration of the arts to showcase and sell their work.

The society offers its members various benefits, including voting rights at the Annual General Meeting, a complimentary day-pass to the show, a 10% discount in the Gallery Gift Shop, and discounts at other galleries in the area. The society has a strong community support, and the show has been described as a “spectacular success” on social media sites.

The society is well-regarded for its role in nurturing the careers of fine artists, including its support for local artists. The ongoing need for additional funding includes the costs associated with hosting the show, which are somewhat offset through fees and art sales.

Scope of Work

SFAS is focusing on growing the organizations’ grant portfolio. SFAS current portfolio includes grant funds from government (local, provincial and federal), corporate entities, private charitable foundations and family foundations. The contractual work will include grant proposal review/analysis/application for renewals of our existing grants and the identification and proposed development for new sources of funding.

SFAS is seeking a grant writer or firm with a proven track record of writing successful complex proposals from diverse funding sources; skills include demographic data collection and analysis; and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape of the arts is essential. It is expected that the consultant is fully informed about trends and changes in the grant-making industry, including federal, provincial, and local government grants, corporate grants, and foundation grants. Previous personal or professional experiences in a not-for-profit environment is a plus.

SFAS seeks a qualified individual, group of professionals, or organization to produce the following deliverables:

- In undertaking the work, the consultant is to understand and be able to articulate the organization's mission, structure, objectives, programs, and financial needs to facilitate the grant application process.
- Collaborate with internal teams to gather necessary information and data for proposals.
- Communicate effectively with stakeholders, including funders, program staff, and any other relevant parties.
- Collect, analyze and provide board with demographic and other important program-related data to enhance and advance SFAS requirements, needs statement and proposals.
- Identify opportunities for additional funding with existent granters.
- Research and identify potential funding opportunities from government and non-government agencies; provide ways and means for increased granting, provide SFAS with an analysis and data related to the types of potential granters with a likelihood of positive outcomes.
- Review potential new grant prospects and provide the Board of Directors with details regarding current grant opportunities and likelihood of approval
- Provide consistent and clear communication to the Board of Directors about grant prospects, proposals, reporting requirements, deadlines and likelihood of success.
- Draft grant proposals and supporting documents based on the requirements of the grantor. Prepare and submit high quality grant proposals, narratives, applications ensuring all necessary documents and information are provided.
- Manage multiple grant submissions and reports simultaneously, maintaining accurate records of all grant applications, including deadlines, submissions, and awards.
- Develop a grants calendar / spreadsheet.
- Manage all grant applications in a professional manner and ensure all related data is confidential and in accordance with organizational policies.
- Adhere to philosophical and ethical standards, representing the organization in a positive manner and adhering to all relevant policies and procedures (available upon contract award)
- Provide the Board of Directors with information related to any application costs, subscriptions fees, or other reasonable expenses related to grant applications.

Contract Fees

- Your fees for this project are limited to \$10,000.

Project Duration

The Sooke Fine Arts Show fiscal year runs from November 1 - October 31. It's imperative that we complete as many grant applications as possible during this period.

Application Requirements

To apply submit the following:

1. Your process for understanding our organization.
2. A timeline for each component of the work along with an estimate of the hours dedicated to the project.
3. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies or foundations, amounts and purpose of grants);
4. Describe one simple and one complex grant application you've successfully written and explain how these are representative of the work that you would do for the SFAS.

5. A (redacted as necessary) excerpt from a successful grant written by the applicant that is representative of their writing style;
6. Clear demonstration of your knowledge of and experience with the grant application process;
7. Describe your experience with arts organizations and any grant applications specific to arts & culture
8. A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work;
9. Proposals must be submitted by **4:00 PM on TUESDAY, APRIL 24** in one pdf file to **Jeff Head (Board Member) Email: *splogics@me.com***
10. Total proposal should be no longer than 8 standard letter sized pages.

Legal Understandings

- By submitting a proposal, the proposing entity agrees and understands that the SFAS is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by the submission of same
- Proposals not meeting the criteria outlined in the RFP will not be considered.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to:
Jeff Head (Board Member) Email: *splogics@me.com*

Proposal Evaluation Criteria:

Proposals will be evaluated based on:

- Qualifications and experience (60%)
- Methodology and approach (40%)