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Grant Writing and Grant Management Services

Start Date: June 16, 2026

End Date: June 25, 2026

Type: [Financial](#)

Phone: 207-223-5055

Email: townmanager@winterportmaine.gov

**TOWN OF WINTERPORT
REQUEST FOR PROPOSALS (RFP)**

GRANT WRITING AND GRANT MANAGEMENT SERVICES

Issue Date: June 16th, 2026

Proposal Due Date: Proposals must be received by the Town of Winterport no later than 4:00 PM on June 25, 2026. Proposals may be submitted electronically or in hard copy format. Proposals received after the deadline will not be considered.

Anticipated Award Date: July 1, 2026

Anticipated Start Date: July 1, 2026

I. PURPOSE

The Town of Winterport is seeking proposals from qualified firms or independent contractors to provide grant writing, grant research, grant administration, and grant management services on a contractual basis.

The Town intends to establish a professional services agreement with a vendor capable of assisting the Town in identifying, pursuing, securing, and administering grant funding opportunities that support municipal operations, infrastructure improvements, economic development, public safety, recreation, environmental initiatives, and other community priorities.

This position is a contracted professional services relationship and is not an employee position. The selected vendor shall be responsible for all applicable taxes, insurance, licensing, and business expenses associated with providing services.

II. CONTRACT TERM

The anticipated contract term shall be one (1) year with the option for annual renewal at the Town's discretion.

The anticipated workload is up to approximately fifteen (15) hours per week; however, compensation shall be based upon the terms of the negotiated professional services agreement and not guaranteed hours.

III. SCOPE OF SERVICES

The selected vendor shall provide services including, but not limited to:

Grant Research and Identification

- Research federal, state, county, foundation, and private grant opportunities.

- Maintain awareness of emerging funding opportunities applicable to municipal government.
- Provide recommendations regarding grant eligibility, competitiveness, and strategic value.

Grant Writing and Application Development

- Prepare and submit grant applications on behalf of the Town.
- Coordinate required supporting documentation.
- Assist with project narratives, budgets, schedules, and supporting materials.
- Work collaboratively with Town staff, committees, and departments.

Grant Administration and Management

- Track grant application status and award activity.
- Maintain grant files and records.
- Monitor grant compliance requirements.
- Assist with reimbursement requests and financial reporting.
- Coordinate grant reporting deadlines.
- Assist with grant closeout activities.

Project Coordination

- Attend meetings as necessary, either in person or remotely.
- Coordinate with Town staff, consultants, partner agencies, and funding organizations.
- Assist in the development of project timelines and implementation schedules.

Strategic Funding Development

- Develop and maintain a grant opportunity tracking system.
- Recommend long-term funding strategies.
- Assist the Town in identifying projects suitable for grant funding.

Reporting

- Grants researched
- Applications submitted
- Grants awarded
- Pending applications
- Upcoming opportunities
- Compliance and reporting activities
- Maintain a grant opportunity tracking log for the town
- Identify and present eligible grant opportunities as they become available
- Submit grant applications authorized by the Town Manager
- Maintain grant compliance and reporting schedules
- Provide a monthly written activity report

IV. MINIMUM QUALIFICATIONS

Proposers should demonstrate:

- Experience writing and administering governmental grants.
- Knowledge of federal, state, and local grant programs.
- Experience working with municipalities or public-sector organizations.
- Strong project management and organizational skills.
- Ability to meet deadlines and manage multiple projects simultaneously.
- Excellent written and verbal communication skills.

Preference may be given to firms or individuals with demonstrated experience securing municipal funding in Maine.

V. PROPOSAL REQUIREMENTS

Proposals shall include:

1. Cover Letter
2. Description of Qualifications and Experience
3. Relevant Municipal References (minimum of three)
4. Description of Approach and Methodology
5. Examples of Successful Grant Awards
6. Proposed Fee Structure
7. Insurance Information
8. Any Additional Information Relevant to the Proposal

VI. COMPENSATION

The Town has budgeted approximately \$39,000 for grant writing and grant management services during FY 2027. The Town reserves the right to negotiate compensation and scope of services based upon the proposal received.

Proposers shall provide one of the following:

- Fixed annual fee;
- Monthly retainer;
- Hourly rate; or
- Alternative fee structure.

The Town reserves the right to negotiate final compensation and contract terms.

VII. INSURANCE REQUIREMENTS

The selected vendor shall provide proof of:

- General Liability Insurance

VIII. EVALUATION CRITERIA

Proposals will be evaluated based upon:

- Relevant experience and qualifications
- Municipal grant experience

- Demonstrated success securing grant funding
- Proposed approach
- References
- Cost effectiveness
- Ability to meet the Town's needs

IX. CONTRACT ADMINISTRATION

The selected vendor shall report directly to the Town Manager or their designee. All grant applications, submissions, grant-related commitments, and grant acceptance recommendations shall require prior authorization from the Town Manager.

X. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any or all proposals;
- Waive informalities or irregularities;
- Request additional information;
- Conduct interviews with selected proposers as well as award a contract without interviews;
- Negotiate with one or more proposers;
- Award a contract in the best interests of the Town.

XI. SUBMISSION INFORMATION

Proposals shall be submitted no later than:

Date: June 25, 2026, at 4:00 PM

To:

Town Manager
Town of Winterport
44 Main Street
Winterport, Maine 04496

Email: townmanager@winterportmaine.gov

Questions regarding this RFP should be directed to the Town Manager.

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