



Request for Qualifications Grant Writer Services

Issued: Tuesday, September 2, 2025



Request for Qualifications (RFQ)

Grant Writer Services

Roseland Community Medical District Commission

I. Background

The Roseland Community Medical District Commission (RCMDC), established under the Roseland Community Medical District Act, exists to attract and retain academic centers of excellence, healthcare facilities, medical research institutions, high-technology enterprises, and other vital organizations to Chicago's Far South Side. To advance its mission, the Commission seeks external funding through competitive federal, state, local, and philanthropic grant opportunities to support community development, health equity, infrastructure, and economic revitalization projects.

II. Purpose of RFQ

RCMDC is soliciting qualifications from experienced grant writers to provide grant identification, proposal development, submission, and management services on a contractual basis. The selected consultant will also be expected to incorporate provisions into grant applications for continued grant writing and management support, ensuring sustainability for longer-term funding needs.

III. Scope of Work

The grant writer will be responsible for the following:

1. Grant Research & Strategy

- Identify federal, state, local, and philanthropic funding opportunities that align with RCMDC's mission and strategic priorities.
- Develop a grants calendar and pipeline to ensure timely submissions.

2. Proposal Development

- Lead the writing, editing, and submission of competitive grant applications on behalf of RCMDC.
- Collaborate with RCMDC leadership to gather programmatic, financial, and community impact data.
- Prepare supplemental materials including letters of support, budgets, logic models, and evaluation frameworks.

3. Capacity Building & Sustainability

- Write themselves into submitted proposals as an eligible grant-funded contractor to support ongoing proposal development, reporting, and compliance.
- Recommend strategies to strengthen RCMDC's infrastructure for long-term grants management.

4. Grants Management Support (as awarded)

- Provide post-award technical assistance, including reporting, documentation, and compliance monitoring.
- Coordinate with RCMDC's staff, Commissioners, and partners to ensure effective implementation and funder communication.

IV. Deliverables

- Grants calendar and opportunity pipeline (updated quarterly).
- At least (2) two complete grant applications submitted within the first month, and at least six (6) grant applications submitted within the first six (6) months.
- Successful submission of proposal templates (narratives, budget justifications, boilerplate text).
- Written recommendations for long-term grants infrastructure and sustainability.

V. Qualifications

Interested consultants must demonstrate:

- Proven track record of successfully securing grants of \$1,000,000+ from government and/or philanthropic sources.
- At least 5 years of experience in professional grant writing for nonprofits, healthcare, community development, or related sectors.
- Strong knowledge of federal and state grantmaking processes, compliance, and reporting.
- Excellent writing, communication, and project management skills.
- Provide NAICS and Illinois Business Enterprise Program (BEP) certifications.
- Familiarity with Chicago's South Side communities and/or health equity initiatives preferred.

VI. Contract & Compensation

- This engagement will be structured as an independent contractor agreement.
- Compensation will be negotiated based on experience, scope, and performance expectations (hourly or project-based).



- Consultant must be willing to incorporate compensation for continued services into future grant proposals.

VII. Submission Requirements

Interested candidates should submit the following:

1. Cover letter summarizing interest and qualifications.
2. Resume/CV.
3. Examples of successfully funded proposals (redacted if necessary).
4. At least three professional references.
5. Proposed fee structure (hourly rate and/or project fees).

VIII. Evaluation Criteria

Submissions will be evaluated based on the following:

- Relevant experience and demonstrated success in grant awards
- Quality of writing samples and grant approach
- Understanding of RCMDC mission and alignment with priorities
- References and professional reputation
- Proposed fee structure

IX. Timeline

- RFQ Issued: September 2, 2025
- Submissions Due: October 3, 2025
- Evaluation Period: October 6, 2025 to November 3, 2025
- Anticipated Award Date: November 7, 2025

X. Submission Instructions

Please submit qualifications electronically to:

Martina L. Smith, Executive Director
Roseland Community Medical District Commission
Email: MSmith@RoselandMedicalDistrict.org
Subject Line: RCMDC - Grant Writer Submission