

Request for Proposal (RFP)

North Florida Office of Public Guardian, Inc. (NFOPG)
Grant Writing & Review Services – 2026 Funding Cycle

1. Introduction

The North Florida Office of Public Guardian, Inc. (NFOPG) invites qualified consultants or firms to submit proposals for grant writing and review services to support the organization's funding efforts for the 2026 cycle.

NFOPG is committed to protecting and advocating for incapacitated individuals who lack family or resources to serve as guardians. The selected consultant will play a key role in strengthening our grant competitiveness and securing funding to support critical services.

2. Organizational Background

NFOPG is a nonprofit organization serving vulnerable adults across North Florida. As a designated public guardian office, we provide guardianship services to individuals adjudicated incapacitated and unable to manage their personal, medical, or financial affairs.

Our services focus on:

- Protecting legal rights and dignity
 - Ensuring appropriate healthcare and living arrangements
 - Managing financial and personal affairs responsibly
 - Advocating for the best interests of our wards
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3. Project Overview

NFOPG seeks an experienced grant writer/consultant to:

- Review and strengthen prior grant submissions
 - Provide strategic recommendations for improvement
 - Develop and deliver a competitive 2026 grant application
 - Support compliance with City of Jacksonville (COJ) requirements
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4. Scope of Work

A. Grant Writing Support

- Develop and draft a high-quality 2026 grant application
- Collaborate with NFOPG staff to gather required program, financial, and client data
- Ensure compliance with all funder requirements, including COJ guidelines
- Attend and Participate in all COJ Grant writing meetings

B. Grant Review and Evaluation

- Conduct a detailed review of the last three grant applications submitted to the City of Jacksonville (COJ)
- Identify strengths, weaknesses, and gaps
- Provide a written evaluation report with actionable recommendations
- Align feedback with COJ scoring criteria and priorities

C. Strategic Guidance

- Recommend improvements to NFOPG's overall grant strategy
- Strengthen narratives, outcomes measurement, and data usage
- Provide best practices for future submissions

D. Grant Application Development (2026 Cycle)

- Draft a complete and competitive 2026 grant application
- Request necessary data from NFOPG as needed
- NFOPG will provide all requested data within seven (7) business days of each request
- Ensure accuracy, clarity, and alignment with funding priorities

E. Draft Submission and Timeline Management

- Submit a complete draft of the grant application to NFOPG at least thirty (30) days prior to the submission deadline
- Incorporate feedback and revisions from NFOPG
- Deliver a final, submission-ready application ahead of the deadline

5. Deliverables

The selected consultant/vendor will provide:

- Written review of three prior COJ grant applications
- Recommendations report with improvement strategies

- Draft 2026 grant application (30 days prior to deadline)
 - Final revised grant application
 - Timeline tracker with milestones
 - Ongoing communication and status updates
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6. Proposal Requirements

A. Organizational Qualifications

- Overview of firm/consultant
- Relevant experience in nonprofit grant writing
- Experience with government or municipal grants (COJ preferred)

B. Work Samples

- Provide 2–3 examples of successful grant proposals
- Include evidence of awarded funding (amounts may be redacted)

C. Approach and Methodology

- Strategy for reviewing prior grant applications
- Approach to drafting the 2026 application
- Process for coordinating with NFOPG staff
- Timeline management approach

D. Project Timeline

- Estimated schedule for completing review and draft deliverables

E. Cost Proposal

- Itemized pricing for:
 - Grant review services
 - Grant writing services
 - Optional ongoing support

F. References

- At least 2–3 professional references
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7. Budget

Compensation is Negotiable and proposals should include a clear and detailed pricing structure.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated success in grant writing
- Understanding of guardianship and nonprofit services
- Quality of proposed approach
- Cost-effectiveness
- References and past performance

Preference may be given to consultants with experience securing funding from municipal entities such as the City of Jacksonville or similar agencies.

9. Timeline

- RFP Release Date: [April 4, 2026]
 - Deadline for Questions: [April 7, 2026]
 - Proposal Submission Deadline: [April 15, 2026]
 - Review Period: [April 21, 2026]
 - Award Notification: [April 22, 2026]
 - Project Start Date: [May 1, 2026]
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10. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Email: KAREN.CAMPBELL@NORTHFLORIDAOPG.ORG and
MARY.CALLAHAN@NORTHFLORIDAOPG.ORG
Subject Line: RFP Submission – Grant Writing Services 2026

Late submissions may not be considered.

11. Terms and Conditions

- NFOPG reserves the right to reject any or all proposals
 - All submitted materials become the property of NFOPG
 - The selected consultant must enter into a formal contract
 - All work must comply with applicable federal, state, and local laws
 - Confidentiality of sensitive client information is required
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12. Contact Information

Name: Karen P. Campbell, Esq.

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