Request for Proposal for Professional Grant Writing & Administration Services
Town of Henderson, NY

12105 Town Barn Road Henderson, NY 13650
(315) 938-5542

NOTICE IS HEREBY GIVEN that Requests for Proposal, by Individuals and Firms will be received at the Town of Henderson "Town", 12105 Town Barn Road / Henderson, NY 13650 until January 05, 2026 for the following:

Information on the Town of Henderson:

The Town of Henderson is a town in Jefferson County, New York. The Town Henderson is in the western part of the county and is southwest of Watertown. The Great Lakes Seaway Trail runs through the town along New York State Route 3. New York State Route 178 is an east-west highway, which intersects NY-3 at Aspinwall Corners. The Town has two main sections, the harbor area and the hamlet area. The total population of the Town is ~1500 residents. The Town has a population of seasonal residents that reside from May-September.

Introduction:

The Town invites qualified Individuals and Firms to submit proposals for contractual grant writing and administration services. The Town is seeking to contract with an Individual or Firm that specializes in the management of the overall grant process and can assist the Town to maximize the benefits of grant funding.

Background:

It is the intention of the Town to apply for grants which the Town needs associated with the following areas: community/economic development, infrastructure, capital improvements, parks and recreation etc. The goal of the Town's overall grant pursuit program is to leverage the maximum funding from federal and state programs and privately funded programs and/or endowments while minimizing the use of Town funds which are derived from local tax dollars.

Statement of Work:

Scope of Work: The following are typical services and/or items that the successful Individual or Firm will be required to provide the Town if selected and must be addressed in each proposal:

1. Grant Funding Need Analysis – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support the Town's funding needs and priorities. Work with the Town Board, volunteer boards and Town departments to assess the current funding priority areas and identify new priority areas for funding.

2. Present grant opportunities to the Town Board for approval including a timeline and cost analysis that is agreeable to the Town Board.

3. Grant Application Development and Submission
    a. The Individual or Firm should demonstrate:
        i. resourcefulness, creative thinking, and innovation to generate high quality grant proposals.
        ii. the ability to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
        iii. the capability to design graphs, charts and visuals that illustrate and explain key processes, concepts, and work/timelines.
        iv. The ability to initiate, develop, and document the scope of grant project and related partnerships with community organizations as required by the funding agency/entity.
        v. the ability to secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents that correspond to the project description in the proposal.
        vi. the capability to make edits or revisions to drafts as required in a timely manner.
    b. The Individual or Firm will submit final grant proposal for approval by the Town Supervisor via online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
    c. The Individual or Firm will provide digital of complete grant proposals to the Town Clerk for distribution and record keeping.

d. The Individual or Firm will notify applicable state and/or federal partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.
e. The Individual or Firm will be responsible for submission of all grant proposals and supporting documents to applicable federal and state programs and privately funded programs and/or endowments.
Monthly reports – the Individual or Firm shall submit monthly reports to the Town Board summarizing the amount of time expended and describing activities undertaken during the previous month. The report shall include a summary of upcoming funding opportunities in advance so that proper time is available for preparation of the application and assembly of requisite support materials.

RFP Submission

Applicants must submit their proposal via email by 11:59 p.m. on Monday, January 5, 2026. Submissions should be addressed to the Town Clerk of Henderson NY, Clerk@townofhendersonny.org, with cc to David Poulin, Councilman, davepoulintownboard@gmail.com.

Any questions or requests for additional information regarding this RFP must be emailed to David Poulin, Councilman, davepoulintownboard@gmail.com and received by Tuesday, December 23, 2025. Inquiries must include the subject line "Town of Henderson Grant Writing."

Prospective Individuals or Firms shall provide the following:

1. Proof of the ability to undertake the grant writing services by providing qualifications as follows:
    a. a cover sheet providing details of the Individual or Firm's profile - include the full name, tax identification number, main office address, telephone and email address of the principal contact person in connection with the response to the RFP, and identify when the Individual or Firm was organized and how many years engaged in providing the type and scope of services identified in this RFP; and
    b. a narrative description of relevant expertise, experience, and qualifications: and

c. a list of your experience in the identification, preparation, and successful procurement of grants for municipalities of similar size and type, including examples of successful grant proposals; and
d. a list of references and their contact information; and
e. a list and description of any potential conflicts due to volume of existing clients or projects, professional relationships with the Town, other municipalities or private developers.
f. A description in detail the fee structure the Individual or Firm proposes for providing grant writing services.

Right to Reject

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The Town intends to award a contract on the basis of the best interest and advantage to the Town, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all Individuals or Firms, or to cancel this RFP, in part, or in its entirety, if it is in the best interest of the Town. The Town may select as the successful proposal that proposal which, in the Town's sole discretion and with whatever modifications the Town and the Individual or Firm may mutually agree upon, best meets the Town's requirements whether or not that proposal is the lowest priced. No Individual or Firm shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the Town, in its sole discretion, shall enter into a contract with the Individual or Firm that it selects as the successful candidate.

Insurance Requirements

All Individuals or Firms shall procure and maintain during the term of the contract the following insurance policies, as required:

General Liability

Automobile Liability

Workers Compensation & Employers Liability

Professional Liability and Errors and Omissions