

Request for Qualifications

Grant Writing Services



PURPOSE

Sierra San Joaquin Jobs (S2J2), an initiative of the Central Valley Community Foundation (CVCF), is seeking qualified Grant Writer(s) to assist in drafting and submitting successful grant applications. These applications will support the implementation of the strategies outlined within each investment area in the S2J2 Regional Investment Plan Draft.

BACKGROUND

The State of California created the California Jobs First program with the goal of building an equitable and sustainable economy across California's diverse regions. CVCF is the regional convener leading the S2J2 Coalition, comprised of diverse stakeholders across the region's four counties of Madera, Fresno, Kings, and Tulare.

Over the course of 2023, S2J2 stakeholders held discussions, data walks, and brainstorming sessions to uncover community desires and concerns for our region's economic development. Through this engagement, priority industry and infrastructure sectors as well as community investments emerged, see below.



The S2J2 Regional Framework, identifying key investment areas.

In Spring 2024, the S2J2 Coalition launched the "Spring Sprint," initiating an intense eight-week planning process that formed “workgroups” around each investment area. Each workgroup reviewed existing evidence, engaged in hard conversations, challenged the status quo, and put pen to paper to draft a chapter of the S2J2 Regional Investment Plan Draft. After hundreds of meetings, input from thousands of area residents, and engagement of more than three dozen subject-matter experts, the S2J2 Coalition developed a draft plan that paints a picture of how our region may transcend current economic and environmental challenges. This plan outlines a pathway to a vibrant, sustainable, and inclusive region.

On August 31, 2024, CVCF submitted the \$58 billion Regional Investment Plan Draft for public and private investment to the State’s inter-agency California Jobs First team. For more details, access the plan at [S2J2_FullPlanDraft_Oct2024.pdf - Google Drive](#).



Vision statements for each S2J2 Regional Workgroup

EXPERTISE

The Grant Writer(s) will have subject matter expertise in one or more of the following S2J2 investment areas:

- Climate Solutions
 - Clean Energy Sources
 - Nature Based Solutions
 - Zero Emission Vehicles
- Responsible Food & Agriculture
- Circular Manufacturing
- Water
- Broadband
- Community Benefits
- Community Based Health Workforce
- Education & Skill Building
- Small Business & Microenterprise
- Federally and Non-Federally Recognized Tribes

PERIOD OF PERFORMANCE

All services must be completed during the grant period of performance, which ends September 2026.

SCOPE OF SERVICES

We are seeking grant writers to perform the following types of grant writing services:

- Research and identify state, federal, and philanthropic funding opportunities
 - Develop understanding of key projects within each investment area and Tribes to identify aligned and relevant funding opportunities
- Prepare grant applications in adherence to grant evaluation criteria for submission including compelling narratives, graphics, detailed budgets and justifications, timelines, evaluation metrics, compiling letters of support/partnership, etc.
- Collaborate closely with key staff and stakeholders to ensure proposal accurately reflects projects goals and objectives and aligns with funder priorities
- Interact with the grant agency to discuss grant requirements and components, what is necessary for a successful grant application, and ask any questions as needed
- Maintain organized records of grant proposal deadlines, submissions dates, funding results, etc.
- Organize and hold “Grant Writing Workshops” for S2J2 Stakeholders
 - Provide training and support to staff on grant writing best practices
 - Develop templates and resources for future grant applications

Please note that while qualification is a key step in our selection process, it does not guarantee immediate work. Qualified candidates will be well-positioned for future assignments; however, the availability of work will depend on project demands. We are committed to transparent communication and will keep qualified candidates informed about potential opportunities, timelines, and next steps.

REQUIREMENTS

Applicants should meet the following requirements:

- At least five years of experience writing grants and securing funds
- Proven track record in grant writing with success in securing funding targets
- Experience with state, federal, and philanthropic funding opportunities and processes
- Exceptional writing skills with the ability to concisely “translate” technical findings and complex concepts into clear, persuasive, and easy to understand language
- Ability to work collaboratively with diverse stakeholders, including project teams and community members
- Familiarity with Madera, Fresno, Kings, and Tulare counties, including socio-economic conditions, challenges, and opportunities
- Familiarity with relevant data and research that demonstrate the significance of the issue and identify effective strategies
- Familiarity with CA Jobs First and the S2J2 Regional Investment Plan Draft
- Familiarity with Federally and Non-Federally Recognized Tribes across the region

SUBMISSIONS

A completed submission must include the following components:

- Cover letter with brief introduction of the applicant or firm
- Resumes or CVs of key personnel
- Outline of applicant’s methodology for grant writing and project management
- Description of how the applicant will engage with stakeholders and gather necessary information
- Portfolio showcasing previous grant proposals, successful submissions, amounts secured and funding sources *
- Fee Structure
 - Proposed fee schedule, including hourly rates or flat fees for specific services.
 - Any additional costs that may be incurred during the grant writing process.
- Contact information for at least two professional references who can speak to the applicant’s grant writing capabilities and success

Submissions are due on **Friday, November 7, 2025, at 5:00pm**. Applications will be reviewed on a rolling basis. Please send completed submissions to Angela Castellanos, at angela@centralvalleycf.org with the subject line “RFQ - Submission”.

**Feel free to redact any confidential information. Submissions will only be reviewed internally by CVCF staff.*

QUESTIONS

For any questions, please contact Angela Castellanos, at angela@centralvalleycf.org.