



Request for Proposal (RFP) for Head Start/Early Head Start Grant Writer

Issued By: Child Start, Inc.
1002 S. Oliver Street
Wichita, KS 67218
316-682-1853

March 31, 2025

Introduction: Child Start, Inc. is seeking proposals from qualified and experienced grant writers to assist with the writing and submission of a new five-year grant application for Head Start/Early Head Start funding. The successful candidate will have a proven track record in writing federal grant applications, particularly those related to early childhood education, and will work closely with our team to develop a comprehensive and competitive application.

Scope of Work: The grant writer will be responsible for the following:

1. **Reviewing Program Overview:** Familiarizing themselves with Child Start's Head Start/Early Head Start program, its goals, and objectives. This includes working with relevant staff to gather necessary data, resources, and documentation.
2. **Developing a Grant Proposal:** Writing a clear, concise, and competitive grant proposal that aligns with the Head Start/Early Head Start funding priorities, regulations, and application requirements. This includes:
 - Research, gather, and analyze data concerning service areas
 - Writing the narrative
 - Assist with the development of the budget
 - Ensuring compliance with all federal, state, and local regulations
 - Coordinating with relevant program staff to collect necessary information
3. **Revisions and Feedback:** Collaborating with our leadership team and program staff to revise drafts of the proposal based on feedback and ensuring that all sections are complete and well-aligned with Head Start/Early Head Start funding goals.
4. **Submission:** Preparing the finalized grant application through the appropriate channels, ensuring timely submission before the application deadline.

Qualifications: The ideal grant writer will possess the following qualifications:

- Proven experience in writing successful Head Start/Early Head Start grant applications or similar federal education and social services grants that exceed \$10 million.
- In-depth understanding of Head Start/Early Head Start regulations, guidelines, and priorities.
- Strong research, writing, and editing skills.
- Ability to work collaboratively with team members to gather necessary information and ensure the grant application meets all required criteria.

- Excellent attention to detail and ability to meet deadlines.
- Previous experience working with nonprofit organizations or early childhood education programs is preferred.

Proposal Requirements: Please submit the following information with your proposal:

1. **Cover Letter:** A brief introduction of your experience, qualifications, and why you are interested in this project.
2. **Resume/Curriculum Vitae (CV):** A current resume that outlines your relevant qualifications and experience.
3. **Sample Work:** At least two examples (redacted for confidentiality purposes) of successful federal or state grant proposals (in excess of 10 million dollars) you have written, particularly those related to Head Start, Early Head Start, or other early childhood education funding.
4. **References:** Three professional references who can speak to your experience and success in grant writing, particularly for early childhood education or Head Start/Early Head Start programs.
5. **Proposed Fee Structure:** Outline your rate structure, including hourly or flat fees, and an estimated schedule to complete the grant writing process.
6. **Signed Conflict of Interest Statement:** Please sign the attached statement that indicates that you do not have any conflicts of interest or are in any other agreement that would jeopardize Child Start's proposal.
7. **Debarment Requirements:** Signed certification of debarment
8. **Code of Conduct/Confidentiality Statement:** Signed certification of Conduct/Confidentiality.
9. **Insurance Requirements:** All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:
 - General Liability
 - Automobile Liability
 - Workers Compensation & Employers Liability
 - Professional Liability and Errors and Omissions

Timeline:

- Proposal submission deadline: April 21, 2025
- Proposal review and decision notification: May 1, 2025
- Grant application deadline: Estimated November 2025
- Project commencement: June 1, 2025

Proposal Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Demonstrated success in writing Head Start/Early Head Start or similar federal grants
- Quality of the sample work submitted
- Proposed fee structure and cost-effectiveness
- References and recommendations

Submission Instructions: Please send your proposal, including all required documents, to Tanya Bulluck at tbulluck@childstart.org or via mail to 1002 S. Oliver St. Wichita, KS 67218. Late submissions will not be considered.

Questions: For any questions regarding the RFP, please contact Tina Viramontez at tviramontez@childstart.org or 316-682-1853.

CERTIFICATIONS

Conflict of Interest

Consultant acknowledges that no prior or existing relationships exist which would prevent Consultants from entering into and fulfilling all obligations under the Consulting Agreement. Consultant also agrees not to contract or consult with or perform services for any other person, agency, or entity with respect to any application for federal funding for Head Start or Early Head Start funding that is in competition with Child Start, Inc. The requirements of this paragraph shall remain enforceable and survive the termination of the agreement.

Confidential Information

Child Start, Inc. may disclose confidential information to Consultant directly or indirectly, with or without notice of its confidential nature. Accordingly, Consultant agrees to hold all information disclosed to Consultant by Child Start, Inc. in confidence and neither disclose the same to others nor use the same for any purpose without the prior written permission of Child Start, Inc.'s Executive Director. Upon request, Consultant will return to Child Start, Inc. all written information supplied to or generated by Consultant on behalf of Child Start, Inc.

Consultant agrees that all technical information, including any reports, relating to the field developed by Consultant in connection with services under this Agreement, shall be the property of Child Start, Inc. and subject to the confidentiality and nonuse provisions set forth herein. The requirements of this section shall remain enforceable and survive the termination of this Agreement.

Debarment

Consultant certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with Child Start, Inc. by any federal department or agency in accordance with Executive Orders 12549 and 12689.

Code of Conduct

Consultant will follow the agency's code of ethical and professional conduct. Consultants' failure to follow the code of professional ethics will result in immediate termination of the agreement and notification to appropriate sources as necessary.

Signature

Date