



Sunset Capital of Alabama™

Town of Dauphin Island

1011 Bienville Blvd. Dauphin Island, Alabama 36528

Phone (251) 861-5525 Fax (251) 861-2154

www.townofdauphinisland.org

Request for Qualifications (RFQ): Grant Writing Services

I. Introduction & Overview

The Town of Dauphin Island is seeking qualified and experienced grant writers to provide professional grant writing and grant management services. The selected individual(s) or firm(s) will assist the Town in identifying, developing, and submitting competitive grant applications to secure funding that supports community priorities.

Dauphin Island is a coastal community dedicated to achieving a harmonious balance between progress and preservation. We are focused on implementing resilient infrastructure, ensuring public safety, and enhancing recreational opportunities, all while maintaining our small-town character and family-oriented values. Our commitment to safeguarding our historic charm, coupled with the promotion of a tourism-based economy, positions our working waterfront as a vital centerpiece of our community.

Priority grant areas include but are not limited to:

1. Public Safety; to support police, fire, EMS, and emergency preparedness.
2. Historic & Cultural; to support preservation, restoration, and conservation.
3. Infrastructure & Community Facilities; to support and improve Town facilities, utilities, and services, to include hurricane resiliency and accessibility.
4. Environmental, Ecological Preservation, & Coastal Resiliency.
5. Parks, Recreation, & Tourism; to enhance public spaces, attract visitors, and support eco-tourism.

II. Scope of Services

The selected grant writer(s) will be expected to:

1. Grant Research & Identification

- Identify and research funding opportunities from federal, state, local, and private sources.
- Assess grant eligibility and alignment with the Town of Dauphin Island's Comprehensive plan priorities.

2. Grant Proposal Development

- Collaborate with the Town's leadership and department heads to prepare and write grant proposals.
- Develop grant narratives, budgets, and supporting documentation, ensuring completeness and accuracy.

3. Grant Management & Compliance

- Monitor and track application deadlines, reporting requirements, and other key deadlines.
- Maintain accurate records of all grant-related documentation, cash flows, and adherence to funding requirements.

4. Additional Support

- Assist in creating RFPs and drafting reports as needed for Town council.
- Provide training and technical assistance to related department heads on grant related processes and procedures.

III. Qualifications & Experience

Applicants should demonstrate:

- 5+ years of proven experience in writing grants, securing grants, and managing grants.
- Familiarity with federal, state, and private grant funding sources.
- Strong research, writing, communication skills, and project management.
- Ability to work independently and meet deadlines, while working collaboratively with municipal staff.
- Experience working with coastal communities.
- College degree (preferred but not required).
- References from past clients (preferably municipal or nonprofit).

IV. Submission Requirements

Interested applicants should submit the following:

1. Cover letter summarizing qualifications and relevant experience.
2. Résumé or CV (individuals) or company profile (firms).
3. Outlined approach to performing grant writing services.
4. Description of past grant writing successes, including amounts awarded.
5. References from at least three clients.
6. Proposed fee structure (hourly rate, per grant, retainer, or other).
7. Any additional information demonstrating capacity to perform the required services.

V. Selection Criteria

The Town of Dauphin Island will evaluate responses based on:

- Education.
- Relevant grant writing experience.
- Approach & Methodology
- Demonstrated success in securing grant funding.
- Professional qualifications and references.
- Cost-effectiveness of proposed fee structure.
- Overall responsiveness to this RFQ.

VI. Submission Instructions

All responses must be received by October 27, 2025, at 12 pm CST.

Submit electronically (PDF format) or in hard copy by hand delivery or mail to:

Town of Dauphin Island
Attn: Town Clerk
1011 Bienville Blvd.
Dauphin Island, AL 36528
Email: wsandagger@townofdauphinisland.org

Submissions shall have a cover page that includes: grant writer's (or firm's) complete name, address, & phone number, and "Grant Writer Proposal 2025".

VII. Questions

Questions regarding this RFQ should be directed to Councilman Trey Alderman via email at talderman@townofdauphinisland.org (preferred) or by calling Town Hall 251-861-5525.

VIII. Reservation of Rights

The Town of Dauphin Island reserves the right to:

- Reject any or all responses.
- Waive irregularities in the RFQ process.
- Negotiate with selected applicant(s).
- Award to multiple grant writers, if in the Town's best interest.

While the Town seeks support across multiple funding categories, it is understood that many grant professionals specialize in particular types of grants. The Town welcomes proposals from firms or individuals with proven success in one or more categories. Respondents are encouraged to identify their area(s) of expertise and provide examples of successful grant applications within those categories.

The Town of Dauphin Island is an Equal Opportunity Employer