



Request For Proposals: Grant Writing Services

[National Medical Fellowships, Inc. \(NMF\)](#) invites qualified and experienced grant writers to submit proposals for grant writing services intended to secure financial resources (i.e., grants, foundation support, social impact investment, etc.) in service of the development, implementation, and sustainability of [NMF core programs](#), services, and [strategic priorities](#). Experience specializing in grant writing services with a focus on health justice; including but not limited to: *health equity, social justice, underrepresentation in medicine & health care, diversity in clinical and biopharmaceutical research, service-learning programs, scholarships, alumni engagement, community health improvement, social and political determinants of health, health policy, multi-sector partnerships, and thought leadership* is greatly preferred.

Background

Since its founding in 1946, NMF has been providing scholarships to Black, Indigenous, Latine, and People of Color (BIPOC) students aspiring to be health care providers across numerous areas of practice. Over time, NMF has extended support not only to medical students but also to students seeking to serve in other critical roles in the health care and behavioral health workforce.

Today, NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for students of color by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to diversify clinical research. In these ways, NMF unabashedly aims to disrupt the systems and structures that erect barriers to talented and committed BIPOC students and providers underrepresented in health care who possess a desire to aid communities made vulnerable by historic disinvestment and inequity.

NMF is doubling down on its historic mission to provide scholarships and support to students underrepresented in medicine. We believe nothing should stand in the way of aspiring BIPOC clinical leaders in their quest to achieve health equity. To advance this core commitment, NMF is implementing efforts within and across the [seven pillars of its strategic framework](#), all of which support its foundational mission of providing scholarships and support to students underrepresented in medicine.

Proposal Conditions and Information

Proposals will be accepted by National Medical Fellowships, Inc. until 5:00pm ET on February 24, 2023. Proposals submitted thereafter will not be considered. Consultant shall submit one electronic version of the proposal including any supporting documentation (listed below) addressed as follows:

Brian Rahmer | Email: brahmer@nmfonline.org

The subject line must clearly state: **Proposal Attached – RFP for Grant Writing Services**

Questions regarding this proposal must be submitted to Brian Rahmer by February 15, 2023



Scope of Work

The following are typical services and/or items that the successful consultant will be required to provide NMF if awarded the contract and should be addressed in each proposal. Work within this scope may be conducted virtually, as well as in-person.

- Funding Needs Analysis – Work with NMF development team and program team leadership to assess the validity of current funding priority areas and identify new priority areas for funding.
- Engaging NMF Development Team – Attend relevant meetings with NMF development team and programs team.
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support NMF’s funding needs and priorities in the following general areas by way of illustration by not limitation: *health equity, social justice, underrepresentation in medicine & health care, diversity in clinical and biopharmaceutical research, service-learning programs, scholarships, alumni engagement, community health improvement, social and political determinants of health, health policy, multi-sector partnerships, narrative shift and movement building, and thought leadership*
- On-call Grant Research – In addition to the areas defined above other areas may be also identified through the funding needs analysis process and throughout the duration of the contract.
- Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of NMF, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to NMF.
- Monthly Reports – the successful consultant shall submit monthly reports to NMF Development team leadership summarizing the amount of time expended and describing activities undertaken during the previous month. Additional reporting expectations include, but are not limited to, work with NMF programs staff to construct reports to funders for awarded grants, progress reports, and impact reports.

Proposal submissions should include the following:

Consultant/Agency Name and Contact Information Profile

Provide an overview of the size of the agency and qualifications of professional staff. Include the racial/ethnic and gender demographics of the agency and its leadership. Please indicate growth history and staff experience.

Background and Qualifications

Please include relevant background and a client list. Share details about the consultancy’s values, key staff, and any differentiators that make the agency particularly suitable for this project.



- Describe the consultant's expertise in the preparation of grants and other funding awards.
- Provide examples of secured awards, funding, and any insight into the impact that those awards have had on client goals and outcomes.
- Describe the success rate of submitted applications, particularly those specializing in health equity and racial justice.
- List availability and capacity of designated staff.

Process

Please describe the consultant's typical process for working with clients.

Diversity Equity and Inclusion

Describe the consultant's efforts to recruit, retain, and promote a diverse team. Articulate the consultant's commitment to racial equity and social justice and identify any ways the consultant has demonstrated this commitment through previous engagements, pro bono work, hiring or other initiatives.

Fee Structure

Describe the consultant's approach to bidding such projects and indicate an hourly rate (if applicable). If the consultant offers a discount to non-profit clients, please provide details.

References

Provide at least two references from clients who have used the consultant's services for grant writing, particularly for those working in the racial equity and social justice space. Briefly describe the scope of work for these references, the year completed, and provide a contact name, phone number, email address and website for each reference.

Additional Services

Please share any information on additional services that the consultant believes would be beneficial to NMF.