



Invitation to Tender

GRANT WRITING SERVICES

Invitation

Klahoose First Nation is pleased to invite proposals from experienced and qualified consultants for the provision of grant writing services. Our community is seeking a dedicated professional capable of crafting compelling and successful grant applications. The chosen consultant will play a pivotal role in securing essential funding to support a diverse array of events and programming that benefit our youth, elders, cultural preservation, health initiatives, language revitalization, climate action, and the advancement of indigenous rights. This is an excellent opportunity to contribute to the growth and enrichment of the Klahoose First Nation community through your expertise and dedication to effective grant acquisition.

Introduction

Klahoose First Nation invites bids from companies and individuals in accordance with these ITT proposal documents. The proposals will be evaluated for the selection of a consultant ("the Consultant") with the intent to enter a Contract ("the Contract") to provide the services described below.

Project Owner

Klahoose First Nation is a community rich in history and culture. Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately seventy-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred and nine members reside in off reserve coastal communities in the lower mainland, and Washington State.

The Klahoose people are part of the Coast Salish cultural group and have lived in this region since time immemorial. The Klahoose territories are rich in resources, both on land and in the waters. This abundance helped sustain our ancestors who carefully managed fish and wildlife to ensure future generations have access to these vital resources.

The Klahoose First Nation is committed to promoting the wellbeing of all community members, preserving cultural heritage, revitalizing the ayajuthem language, creating a wide range of



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educational opportunities for the membership, including resilience and land-based learning, and also building capacity to respond to current challenges in the world including climate change and securing indigenous rights and title. Today, Klahoose is rediscovering the beauty of the traditions which have historically defined our peoples. Ancient protocols are being practiced and the Klahoose people are once again thriving.

Project Contact

NAME/TITLE: Brian Johnson, CAO

Mailing Address:

Klahoose First Nation (1730 Tork Road, Squirrel Cove)
PO Box 09, Squirrel Cove
BC V0P 1T0

Phone: 1-250-935-6536 ext. 325

Email: cao@klahoose.org

Submissions should be made via email in PDF format by July 19, 2024.

Project General Information

Key responsibilities include:

1. Grant Writing and Management

- Research and apply for grants with a focus on achieving the strategic goals of Klahoose First Nation.
- Accurately and consistently keep track of deadlines, maximum funding allocations, eligible and ineligible expenditures, and all necessary information for funding proposals.
- Complete comprehensive tracking for all proposals from across Klahoose First Nation's departments to ensure deadlines are met and coherent organization exists across funding objectives for the Nation.
- Perform ongoing research and assessment of new and upcoming relevant funding opportunities.



- Prepare thorough background information on Klahoose First Nation to ensure that proposals wholly and accurately reflect the Nation.
- Draft Band Council Resolutions and Letter of Support templates to attach to funding applications, as required.
- Manage compliance and ensure that all supporting documents required for funding proposals are prepared and ready for submission prior to deadlines.
- Ensure that all proposals go through review for clarity and completeness.
- Submit draft proposals for approval to Klahoose First Nation. Implement any and all feedback to ensure that the needs and preferences of Klahoose First Nation are always at the forefront.
- Submit funding proposals to funders on behalf of Klahoose First Nation using funding portals and other means as specified by various funders.
- Ensure comprehensive and timely reporting on successful proposals submitted by both the consultant and all departments of Klahoose First Nation. This includes excellent organization to ensure reporting is completed and tracked accurately.

2. Strategic Planning

- Review strategic plans for grant writing.
- Keep in mind long and short-term impacts/benefits of projects, proposals and priorities.
- Align applications with long-term community development goals.
- Assist with program ideation and development including work plans, budgeting, and cost estimates.



3. Communication

- Prepare presentations and reports.
- Plan and participate in regular and/or as-needed funding application planning calls and meetings.
- Establish and maintain communication with Klahoose First Nation at all points in the grant writing process.
- Participate in consistent communication with various departments within Klahoose First Nation, as needed, to understand overall funding priorities and ensure accurate funding tracking across the organization.
- Provide Klahoose First Nation with ongoing tracking of funds applied to. This also includes funds applied to internally by various departments within the Nation.
- Communicate directly with fund administrators on behalf of Klahoose First Nation ensuring that funders are aware of the needs and vision of Klahoose First Nation.
- Maintain excellent communication with all stakeholders.

Proposal Requirements

Please prepare responses to the following:

- **Proposed Approach:** Outline your approach to grant writing. Include methodologies, timelines, and any innovative strategies you plan to implement. Collaboration with Klahoose First Nation staff is essential.
- **Timeline:** Provide a detailed timeline for services, highlighting key milestones and deliverables.



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- **Budget:** Submit a comprehensive budget that includes all expected costs associated with the services.
- **Qualifications:** Detail your qualifications and experience, particularly in grant writing, strategic planning, and community development. Include specific examples of past successes.
- **CV and Bio:** Include your CV or company overview, and a brief bio explaining why you are a fit for this position.

Completeness of Tender Documents

In the spirit of protecting the best interests of the Klahoose First Nation and ensuring they are receiving the best possible product, proponents are asked to review the Tender documents to verify that they are complete and accurate. If any information appears to be incomplete or contain discrepancies, inconsistencies, ambiguities, errors or omissions, or if information is found to be inaccurate the consultant is asked to contact the Nation immediately.

In addition to the proposal requirements above, please ensure that the following information is included in your submission for ease of contact:

1. Consultant's name(s)
2. Consultant's address
3. Consultant's contact information (and preferred method of communication)
4. Legal formation of consultant (e.g. sole proprietor, partnership, corporation)
5. Date Consultant's Company was formed
6. Evidence of legal authority to conduct business in (e.g. business license number).

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Evaluation Criteria

Selection of a consultant will be made on the basis of the following criteria with the following scoring weights:

Evaluation Criteria	Points
1. Relevance of Experience: Demonstrated experience in grant writing, strategic planning, and social development.	30%
2. Alignment with Values: Proposals should align with the Klahoose First Nation’s core values and mission.	25%
3. Personality Fit: Ability to work collaboratively and effectively with the Klahoose First Nation community and stakeholders.	25%
4. Knowledge: of First Nations governance, policies and procedures is advantageous.	30%

Klahoose First Nation is committed to inclusive hiring and encourages applications from people with diverse backgrounds.

The selected consultant will be contacted before July 15th, 2024.

Terms and Conditions

No Klahoose First Nation Obligation

Klahoose First Nation reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this Tender and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this Tender. Additionally, any and all Tender project elements, requirements and schedules are subject to change and modification. The Nation also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this Tender process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the Tender or any responses by any party.



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Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Respondent will treat as confidential and will not, without the prior written consent of Klahoose First Nation, publish, release or disclose or permit to be published, released or disclosed, the Material or any information supplied to, obtained by, or which comes to the knowledge of the Respondent as a result of this Tender except insofar as such publication, release or disclosure is necessary to for the Respondent to compile their response to this Tender.

Respondent's Expenses

The Respondent has the sole responsibility for any costs associated with preparing and submitting a response to this Tender. In no event will Klahoose First Nation be responsible for the costs of preparation or submission of any Response.

Non-Receipt

Klahoose First Nation accepts no responsibility for non-receipt and/or delays in receipt caused by transmission and reception problems, equipment failure or any other similar cause.

Conflict of Interest

By submitting a Response, the Respondent warrants that, to the best of its knowledge and belief, neither it nor any of persons with authority to bind the Respondent under the Tender, has any financial or personal relationship or affiliation that could be a conflict of interest. The respondent acknowledges that it must immediately inform about any conflict's extent and nature.

Collusion

Respondents shall not engage in collusion of any kind; in particular, Respondents shall prepare their Responses without any knowledge of, comparison of figures with, or arrangement with any other Respondent submitting a Response to this Tender.

Acceptance of Terms

The submission of a Submission constitutes the agreement of the Respondent that all of the terms and conditions of this Tender are accepted by the Respondent and incorporated in its Submission

Submissions should be made via email in PDF format by July 19, 2024

All proposals are to be submitted to cao@klahoose.org with "Grant Writing"