



Learning. Lending. Building.

[www.TrellisAZ.org](http://www.TrellisAZ.org)

### **REQUEST FOR PROPOSAL – Grant Writer Consultant**

Trellis is requesting proposals from individuals/firms with experience in grant writing for non-profits in community development.

#### About Trellis

Trellis (formerly NHS Phoenix) is an Arizona, non-profit 501(C) (3) organization that has been serving the community since 1975 providing housing counseling and education, real estate development and mortgage lending to increase homeownership opportunities. Trellis's mission is to make stable homes and communities possible by educating, building and lending. Trellis has helped hard-working families realize the dream of financially-stable homeownership for over 40 years.

From 2012-2016, Trellis helped create 1,271 new homeowners, trained or counseled more than 7,400 families in financial management and/or on how to buy a home. In addition, 976 clients preserved their home and avoided a foreclosure. Trellis has created or supported in the overall economy an average of 86 jobs and leveraged grants 137:1. Total direct investments from private, philanthropic and public sectors has been nearly \$248,000,000 during the same period. Operationally, Trellis received a rating of "exemplary", the highest possible rating by NeighborWorks® America, for the last 6 years.

#### Scope of Work:

Trellis is seeking an experienced grant writer with a proven track record in raising funds through philanthropic, private and public sectors.

- 1) Research and prepare responses to and successfully submit grant requests that support Trellis mission work, to include but not limited to housing counseling and education, financial capability, loan fund community lending-mortgage financing, homebuyer purchase financial assistance, development of affordable and market-affordable housing, commercial corridor redevelopment and healthy communities initiatives.

#### Proposal should include::

- 2) Describe experience in grant writing, resource development and developing fundraising plans.
- 3) Detail breakdown of successful grants funded by categories: such as housing and community development.
- 4) Proposed fee schedule.
- 5) Include three references.
- 6) Must be in good standing to do work with Housing Urban Development (HUD).

Submit proposals to: Patricia Garcia Duarte, President & CEO By email [pgarciaduarte@trellisaz.org](mailto:pgarciaduarte@trellisaz.org) or mail to 1405 E McDowell Rd, Phoenix AZ 85006

#### Selection Process:

Proposals will be reviewed on a regular basis and remain open until services are not needed.

1405 E McDowell Road, Phoenix, AZ 85006 602.258.1659.

RFP