



Request for Proposal – “Grant Writing 101”

Nonprofit Leadership Initiative (NPLI) has created a Request for Proposal (RFP) process to help minimize bias in facilitator selection for learning sessions, to have a formalized process for review and selection of facilitators, and to increase transparency of our how facilitators and presenters are selected. This scope of work document is provided to all potential facilitators upon announcement of an open RFP to ensure clarity, consistency, and alignment with the learning need expressed by nonprofit leaders through our post-survey feedback process. Thank you for helping us continue this work to support the nonprofit community and its leaders!

Expressed Nonprofit Learning Need

Topic: “Grant Writing 101”, but a new title may be suggested by the selected facilitators

of Facilitators Needed for Session: 1 per session. We are looking for 1 facilitator to offer a workshop in:

- 1 trainer for a virtual format
- 1 trainer for in-person format

Length of Session: 2 hours, with at least 1, 1-hour prep session with NPLI. Additional prep sessions available based on trainer’s desire.

Time of Year: Available dates: October 22, 28, or 29, 2026

November 3, 5, or 12, 2026

Location: D.J. Bordini Center – 5 N Systems Drive, Appleton, Wisconsin or virtual

Session Format: In-Person facilitation at the Bordini Center, or virtual via Microsoft Teams

Event Capacity: Registration is capped at 200 in-person participants, with average attendance ranging from 50 – 120 participants. Virtual events are not capped.

Technology Availability:

- Handheld microphone or lavalier microphone
- Podium

- Presenter computer with HDMI, cord, projectors and screens OR the ability to mirror cast from your personal laptop device
- Hearing Loop Equipped (select rooms as available)
- In-room cameras for virtual attendance (select rooms as available)
- Microsoft Teams capabilities through our team
 - For virtual trainer selection we can discuss alternative training platforms if desired

Accessibility:

- Seating for 200 attendees in-person. Room may be arranged to meet the facilitation requirements of the presenter (pods, large 'U', rows, etc.)
- No stairs - facility is all on one level
- Wheelchair-accessible entrances with automatic door openers
- Hearing Loop equipped (select rooms as available)
- Accessible through the Valley Transit Bus Line
- Free on-site parking
- Hotel accommodations available nearby (if not local to Northeast Wisconsin)

Event Details

Overview:

Nonprofit Leadership Initiative (NPLI), a program within the Community Foundation for the Fox Valley Region, is seeking proposals from qualified facilitators to deliver a Grant Writing 101 workshop for nonprofit professionals. We are seeking two facilitators, one to deliver the workshop virtually and one to facilitate a workshop in-person at the D.J. Bordini Center in Appleton, Wisconsin. Applicants may submit a proposal for either format or indicate an interest in facilitating both.

This workshop should provide participants with a strong foundation in grant writing while helping them develop compelling narratives that effectively communicate their organization's mission, impact, and community need.

Forum Objectives:

The selected facilitators will design and deliver an engaging session that enables participants to:

- Understand the basic structure and components of a competitive grant proposal.
- Learn what funders look for in successful grant applications.

- Develop compelling organizational stories that clearly communicate mission, need, and impact.
- Incorporate qualitative and quantitative data to strengthen proposals.
- Write clear goals, objectives, and measurable outcomes.
- Avoid common grant writing mistakes.
- Identify practical tools, templates, and resources that can improve their grant writing process.
- Leave with actionable strategies they can immediately implement within their organizations.

Target Audience:

- Executive Directors, Development Directors, Fundraising professionals, and nonprofit board members
- Participants will represent organizations of various staff sizes and operational budgets
- Attendees will vary in levels of grant writing experience and knowledge

Scope of Work:

The selected facilitators will:

- Design and facilitate one interactive two-hour workshop (virtual or in-person).
- Create a learning experience that is engaging, practical, and appropriate for beginner to intermediate grant writers.
- Incorporate opportunities for participant interaction, discussion, and hands-on learning.
- Provide participants with practical tools such as templates, checklists, worksheets, or resource guides.
- Coordinate with NPLI staff regarding workshop logistics and delivery.
- Submit a finalized slide deck and participant materials at least one week in advance for review and distribution.
- Allow the finalized slide deck and materials to be distributed electronically to participants following the workshop.
- Develop a professional slide deck and supporting materials that may be distributed to participants following the program.
- Participate in at least 1 planning meeting with NPLI staff.

Selection Criteria:

Proposals will be evaluated based on:

- Relevance and clarity of proposed content
- Demonstrated expertise in grant writing, grant management, grant reviews, or nonprofit fundraising
- Experience working with nonprofit organizations in the greater Fox Valley Region of Wisconsin
- Experience facilitating workshops or training for nonprofit audiences
- Interactive and engaging facilitation approach
- Practical applicability for organizations with limited resources
- Cost-effectiveness and overall value

Proposal Requirements:

Interested facilitators should complete the requested Request-for-Proposal Microsoft Form found here: [NPLI Request for Proposals - "Grant Writing 101" – Fill out form](#)

NPLI reserves the right to accept or reject any proposal. An attempt will be made to collect 3 proposals per requested topic. RFPs are due within 30 days of the initial proposal request. After 30 days, proposals received will be presented to a Selection Committee for review.

Information provided through the RFP process will not be shared with any individuals or organizations outside of NPLI staff and the Selection Committee.

Request for Proposal Deadline: Monday, August 31st, 2026