

Updated February 24, 2022

RE: Grant Writing Services Proposal

To: Tom Ourada, City Administrator

City of Crete, NE

From: Tina Rockenbach

The following proposal is submitted to you for review and approval. This proposal is for grant research and writing specific to the purpose of procuring new lane ropes for the Crete RipTide Swim Team and Crete Wildwood Pool.

The summary of charges and detailed narrative are listed below. I am happy to negotiate anything listed below. Timelines listed are an estimate only and are dependent upon timelines dictated by the grant and source that the City Council approves. Order timelines are also estimates only based on grant approval/denial announcement and shipping delays.

Cost Breakdown:

Final Grant Research and Identify 2 grants; prepare for Park and Recreation Committee review and approval: 3 hours

Writing, revising and submission of grant application: 10 hours

Total work time of : 13 hours

Hourly rate: \$20.00

Total Proposed Cost: \$260.00

\*Hourly rate is based on average market rate for freelance grant writing on a part-time basis.

This cost is negotiable based on City of Crete budget. Any suggestions or changes are welcome.

Estimated timelines:

Proposal submitted to Tom Ourada: Monday February 21, 2022

Upon agreed terms and approval of proposal:

2 Grant source options submitted to Park and Recreation Committee for review and recommendation to City Council: no later than Friday February 25, 2022

Park and Recreation Committee review and City Council approval: Tuesday March 1, 2022

Upon City Council approval to proceed:

Grant writing/revision and submission to source: Wednesday March 2, 2022 through Sunday March 6, 2022

Upon approval/denial of grant funds:

Order lane ropes : will be dependent on grant decision timeline which can be estimated closer once the grant and source has been identified.

Description of grant research and selection:

I did a “brief” search for grant opportunities prior to this proposal and identified 2 grant sources: Walmart Community Grants (max of \$5,000) and Black Hills Energy (2 types of funding that range from \$1-5,000+). I built into this proposal an *additional* 3 hours of research and selection if it is deemed necessary for me to find additional grant options or if upon further review of these applications, I determine we are not eligible. At which point, I would submit for consideration of new options for approval to proceed. If these two grant sources are approved for me to proceed with, then the additional 3 hours of research would be waived. The advantage to doing an additional 3 hours of research would be to determine if there are any better matches of grant sources for our intended purpose.

Based on price quotes from Dan Dunaway’s research, we determined we need a minimum of \$500-600 per rope and a total of 6 ropes. We also need to factor in shipping; which could be quite costly. Unfortunately, we won’t know this total until we prepare to submit an order. I estimate we need a minimum of \$5,000 (depending on final price and shipping compared to estimates). I would intend to apply for \$5,000 from Walmart (the max amount) and \$5,000 from Black Hills Energy. Based on Black Hills Energy’s 2 tiers of funding, I would need to look closer at their timeline for a request higher than \$4,999. If it is beneficial to apply for \$4,900 to get a quicker response, this is the strategy I intend to use. If the timeline for \$5,000 is appropriate to our need, I will ask for \$5,000.

I am asking for approval to submit both grant applications identified above for our best chances to be awarded our full need. In the event that we would be awarded more than what we need, I will build into the grant application additional items that we can purchase for training aides for the swim team. For example, I will include in the narrative that the main purpose of the funds to be expended are for the functionality of our swim team. The largest expense would be lane ropes and the shipping cost. Upon procurement of those items, if the cost does not exhaust either grant, we would use the remaining funds to purchase items such as : training paddles, pull buoys, water weights, starter systems , etc. to fully exhaust the funds. The grant budget would detail estimates for all of these showing a higher need than what we are asking for.

Thank you for this opportunity to submit a proposal for grant writing to benefit the City of Crete, Crete Wildwood Pool and Crete RipTide Swim Team.

I look forward to hearing from you on proceeding to preparations for the Committee meeting.

Please do not hesitate to contact me with any questions or discussion. I can be reached at any of the following contact information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Rockenbach', written in a cursive style.

Tina Rockenbach

[Jtrock65@gmail.com](mailto:Jtrock65@gmail.com)

402-433-5120