



REQUEST FOR PROPOSAL (RFP)
GRANT APPLICATION PREPARATION
FOR THE
CANADIAN SCHOOL BOARDS ASSOCIATION

ISSUE DATE: November 12, 2024

CLOSING DATE AND TIME:

Proposals must be received by

4:00 PM Atlantic

December 12, 2024

Phone: (902) 456 -5574

info@cdsba.org

www.csba.ca

Introduction:

The Canadian School Boards Association (CSBA) is inviting proposals for the identification of and application for grants to advance the strategic priorities of the CSBA.

Background:

The CSBA is the national voice for school boards throughout Canada and is composed of member provincial school boards associations that represent over 300 school boards and serve close to four million public school students.

The CSBA is eligible for grants for not-for-profits and, in collaboration with registered charities, for grants available to charities.

Scope of Work:

The identification of grant opportunities and the application for and successful approval of grants.

Proposals must outline the applicants background with grant writing and successful applications.

Timeframe:

The work will commence as soon as possible and continue until either party deems that the services will cease.

Compensation:

Contractor costs shall be covered by the administration fee included in successful grants.

The CSBA will consider approval of upfront compensation to support the initial grant application.

Proposal Requirements:

- Brief cover letter.
- Contractor profile with full legal name, address, telephone and email contact information.
- Experience with grant writing and successful applications.
- Experience working with the public sector.
- Understanding of the role of governing school boards.
- Experience working with not-for-profits and charities.
- Compensation expectations, including the specific fee structure and any request for upfront financial compensation.
- Two references.

Additional Information:

- All information distributed in connection with this RFQ is confidential and is to be used for the sole purpose of completing submissions and for n other purposes unless prior written consent has been provided by CSBA.
- All materials and information will remain the property of CSBA to be used at its discretion.

Direct any questions to executivedirector@cdnsba.org

Questions and CSBA's responses may be shared with all other applicants.