

REQUEST FOR INFORMAL PROPOSALS

YouthBuild Grant Writer

Scope of Work

1. **YouthBuild Application Preparation**

Prepare and complete a YouthBuild Application to be submitted by Luna Community College no later than ***June 5, 2015*** for the continuation of the Luna Community College's (LCC's) YouthBuild Program.

2. **Research and Data Collection**

The Grant Writer will assist Luna Community College in conducting research and compiling the data necessary for the submittal a competitive and highly ranked applications. It is expected that the Luna Community College would have primary responsibility for the research and data collection for the applications, for the development of the financial and budgetary information, and for the collection and documentation of the demographic data.

3. **Advice and Recommendation**

The Grant writer will advise and recommend to LCC actions and strategies related to the application process which may result in a more competitive and highly ranked application.

Specifications of Services

- The services would be short term.
- The services require an understanding of resource development and program management that may not be available in the job market in this rural, frontier area, based on previous hiring experiences of the Program

Responses to this Request for Informal Proposals

Responses to this Request for Informal Proposals will include at a minimum:

1. A sample of a previously submitted successful grant application
2. A Professional resume
3. 3 Professional references

Evaluation of Proposals:

- Ability to meet Scope of work- 50 points
- Experience with Grant Writing - 50 points

Submission of Informal Proposals:

Responses must be received no later than 3:00pm* May 11, 2015 via any of the following methods:

- a. E-mail to Roderick Lujan, rlujan@luna.edu
- b. Fax 505-454-5318, Attention Roderick Lujan
- c. Mail or hand deliver to :
LCC/YouthBuild, Attn: Roderick Lujan
366 Luna Drive, Las Vegas, NM 87701

Questions regarding this request should be directed to Roderick Lujan 505-454-2593.

Luna Community College reserves the right to reject any and/or all proposals.