

Request for Proposals

Subcontracted Grant Writing Coordination and Event Support Services

Issued by: Center for Technology & Business (CTB)

Issue Date: 06/01/2026

Proposal Due Date: 06/09/2026

Contract Period: Beginning June 16, 2026

Point of Contact: Christy Dauer, Executive Director, Center for Technology & Business; partners@ctbnd.com, no phone calls, please.

1. Overview Center for Technology & Business (CTB) is seeking proposals from qualified individuals or firms to provide subcontracted grant writing coordination and event support services. The selected subcontractor will play a critical role in supporting CTB's grant-funded programs, partnership initiatives and stakeholder engagement efforts. This role is designed to expand CTB's capacity to coordinate grant development, manage timelines, support reporting, and execute high-quality convenings, trainings, and events.

CTB operates in a fast-paced, grant-driven environment. The ideal partner is organized, proactive, responsive, and able to move work forward with minimal oversight while maintaining strong communication.

2. About the Center for Technology & Business Founded in 2000, the Center for Technology & Business (CTB) is a nonprofit organization dedicated to advancing innovation, entrepreneurship, and economic opportunity. CTB serves as a host organization for two federally funded Women's Business Center programs, providing training, technical assistance, and resources to entrepreneurs, small business owners, and community partners. CTB focuses on strengthening local economies through business development, technology adoption, workforce support, and collaborative initiatives. CTB regularly convenes stakeholders through events, workshops, summits, and strategic initiatives that support entrepreneurs and the broader business ecosystem.

3. Purpose of the RFP CTB seeks to engage a subcontractor who can provide coordinated support across two key areas:

- Grant Writing Coordination and Development Support
- Event Planning and Execution Support

The ideal partner will bring strong project management skills, attention to detail, and the ability to work collaboratively with CTB staff and external partners.

4. Scope of Services



A. Grant Writing Coordination and Development Support The subcontractor will support CTB's grant development pipeline by:

- Researching and identifying funding opportunities aligned with CTB programs and priorities (federal, state, foundation, and corporate sources)
- Maintaining our grant prospect list and funding pipeline tracker
- Managing a grants calendar with deadlines and internal milestones
- Coordinating proposal development timelines and internal assignments
- Drafting and editing:
 1. Letters of inquiry (LOIs)
 2. Grant narratives
 3. Supporting documentation
 4. Collecting and organizing required materials (budgets, bios, work plans, attachments)
 5. Scheduling and facilitating internal grant planning meetings
- Supporting development of:
 1. Program descriptions
 2. Outcomes and performance measures
 3. Logic models and work plans
- Reviewing applications for completeness, consistency, and quality
- Coordinating submission processes and follow-up requests
- Supporting post-award reporting coordination, including deadline tracking and document collection
- Maintaining organized grant records for compliance and audit readiness

B. Event Planning and Coordination Support The subcontractor will support CTB's events and convenings by:

- Developing event plans, timelines, and follow our best in class internal processes
- Coordinating logistics including:
 1. Venue selection and coordination
 2. Catering and vendor management
 3. Registration systems and attendee communications
 4. Speaker coordination and support
 5. Travel and accommodations (as needed)
- Supporting outreach and communication with sponsors, partners, and attendees
- Preparing event materials such as agendas, name badges, handouts, and speaker briefs
- Providing on-site or virtual coordination support (as applicable)
- Managing attendee tracking and registration lists



- Supporting post-event activities:
 1. Surveys
 2. Attendance reporting
 3. Event summaries and follow-up communication

C. Project Coordination and Administrative Support The subcontractor may also:

Participate in regular check-ins with CTB leadership and staff

- Provide status updates on active projects
- Track deliverables, deadlines, and dependencies
- Maintain shared documents, templates, and trackers
- Recommend process improvements for grant coordination and event execution

5. Deliverables Deliverables may include:

- Grant prospect tracker and funding pipeline
- Grants calendar with deadlines and milestones
- Draft and final grant application materials
- Organized submission packages
- Event planning timelines and logistics checklists
- Run-of-show documents
- Meeting notes and action item summaries
- Post-event reports and attendance summaries
- Reporting deadline tracker for awarded grants

6. Desired Qualifications CTB is seeking respondents with:

- Demonstrated experience in grant coordination, grant writing, or fundraising support
- Experience planning and executing professional events, trainings, or conferences
- Strong project management and organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and deadlines
- Familiarity with federally funded programs (preferred)
- Experience working with nonprofits, entrepreneurship programs, workforce initiatives, or community development efforts
- Proficiency in Microsoft Office and shared document systems
- Ability to work both independently and collaboratively

7. Contract Structure CTB anticipates entering into a subcontract agreement with one respondent. CTB reserves the right to:

- Award all or part of the services outlined



- Negotiate scope, deliverables, and pricing
- Decline to make an award if proposals do not meet needs

The selected contractor will operate as an independent contractor.

8. Period of Performance

Start Date: June 16, 2026

End Date: September 30, 2026

The contract may be extended based on performance, funding, and organizational needs.

9. Budget and Pricing Respondents must include:

- Hourly rate and/or project-based pricing
- Estimated monthly hours or level of effort
- Separate or blended pricing for:
 - Grant coordination services
 - Event support services
 - Description of invoicing structure
 - Any additional costs (travel, materials, etc.)

10. Proposal Requirements Proposals should include:

A. Cover Letter Summary of interest and qualifications, and contact information

B. Experience and Background Description of services offered; Relevant experience with similar work

C. Proposed Approach How you would support grant coordination; How you would approach event planning and execution; Project management and communication approach

D. Relevant Experience 2–3 examples of similar work; Types of grants supported and/or events managed

E. Pricing Proposal

F. References 2–3 professional references

11. Evaluation Criteria Proposals will be evaluated based on:

- Relevant experience and qualifications
- Strength of proposed approach
- Ability to meet CTB's needs and timelines
- Pricing and value
- References



12. Submission Instructions Submit proposals by: June 9, 2026

To: Christy Dauer Center for Technology & Business; partners@ctbnd.com

Subject line: Proposal – Grant Writing Coordination and Event Support

13. Tentative Timeline

Activity	Date
Request for Proposal Released	June 1, 2026
Question & Answer Period	June 1 - 9, 2026
Proposals Due	June 9, 2026 (5:00 PM CT)
Interviews (if needed)	June 11–12, 2026
Notice of Intent to Award	June 13, 2026
Contract Finalization	June 13–14, 2026
Contract Start / Onboarding Begins	June 16, 2026

14. Terms and Conditions CTB reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate with selected respondents
- Modify or cancel this RFP

15. Ownership of Work Product All work created under this subcontract, including grant materials, event documents, and project files, will be the property of the Center for Technology & Business, unless otherwise specified in the contract.

16. Equal Opportunity Statement CTB encourages proposals from individuals and firms of diverse backgrounds and does not discriminate based on any protected status.

17. Accelerated Onboarding Expectations

To meet CTB’s operational needs, the selected subcontractor must be available to begin onboarding immediately and be fully engaged by **June 16, 2026**.

Week 1 (June 16–20) – Immediate Priorities

The subcontractor will:

- Participate in onboarding meeting with CTB leadership
- Review:
 1. Active grant opportunities and deadlines



2. Current funding pipeline / prospect tracker
 3. Existing event calendar and priorities
- Gain access to shared files and systems
 - Align on communication cadence and reporting expectations
 - Begin organizing:
 1. Grants calendar
 2. Event planning timelines
 - Identify any urgent deadlines within the next 30–60 days

First 30 Days – Core Deliverables

The subcontractor should:

- Build or refine a 90-day grants/partnership calendar
- Support at least 1–3 active grant applications
- Develop standard templates:
 1. Grant narrative framework
 2. Document checklist
 3. Event planning checklist
- Advance planning for upcoming events
- Provide weekly status updates

First 60–90 Days – Full Integration

The subcontractor should:

- Actively manage the grant pipeline and submission schedule
- Independently coordinate proposal development timelines
- Lead logistics
- Support post-award reporting (if applicable)
- Recommend process improvements to increase efficiency

