



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

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313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | [rvarc@rvarc.org](mailto:rvarc@rvarc.org)

## **Roanoke Valley-Alleghany Regional Commission**

### **Ready LDD Grant Writing Bench Program**

### **Request for Qualifications, #RFQ-2023113001**

## **PROJECT INFORMATION**

### **Agency**

Roanoke Valley-Alleghany Regional Commission, 313 Luck Ave., SW, Roanoke, VA 24016.

### **Project Name**

Ready LDD Grant Writing Bench Program

### **Project Description**

The Ready LDD Grant Writing Bench program will provide on-call grant writing and project development assistance to our Appalachian Regional Commission member communities – Alleghany County, Botetourt County, Craig County, the City of Covington, and the Town of Clifton Forge. Assistance will be provided for these localities or their authorized partners to seek funding from any Federal source, but particularly those with new or expanded programs funded through the Inflation Reduction Act and the Infrastructure Investment and Jobs Act.

Member localities will request access to the Grant Writing Bench to Regional Commission staff and be matched with a participant in the Bench that best fits the scope of the request and who has experience with the Federal program being pursued.

This project can involve both grant writing services for specific projects already scoped out by our localities and matched with an appropriate Federal grant, and monitoring grant opportunities and helping our local government members develop projects that match new opportunities as they arise.

By forming a Bench of grant writers with various capacities, interests, and backgrounds, the Commission hopes to create a flexible and responsive program to match opportunities to meet the needs of our member communities with the Bench participant most likely to write a successful grant.

### **Project Justification**

The Appalachian Regional Commission's Ready LDD program brings capacity-building resources to its member LDDs (Local Development Districts). The ARC understands that many

**MEMBER GOVERNMENTS:** Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke  
Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



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communities do not have the project development or grant writing expertise needed to access the once-in-a-generation amount of funding available across the Federal landscape through the Inflation Reduction Act, leaving behind those Appalachian communities who need the help the most.

The Ready LDD Grant Writing Bench program will bring expert grant writing and project development assistance to our local ARC communities at no charge to them, both providing more immediate access to this limited pool of Federal funds and increasing the knowledge and capacity of the Regional Commission and our localities to seek funds in the future.

Participation in the Ready LDD Grant Writing Bench program does not necessarily guarantee a project will be assigned to every participant in the Bench. Projects will be assigned based on the best match to Bench participants' availability, skill, and interest.

## **Project Scope**

Based on the locality need and the capacity of the Bench participant, services to be provided could include:

- Project development, including stakeholder and public involvement.
- Data analysis and research.
- Grant narrative drafting and development.
- Grant submission through the appropriate portal (Grants.gov, ArcNet, etc.)
- Post-award project kickoff coordination
- Local government stakeholder training in grant writing best practices

Since this program will develop a bench of qualified grant writers with a range of interests, not every participant in the Bench will be required to have the capacity in each of these points.

## **Project Budget**

The Regional Commission has been awarded \$100,000 over two years starting October 2023 through the Appalachian Regional Commission's Ready LDD program. The Grant Writing Bench program will continue until these funds are expended or the grant period expires, whichever comes first. No single grant writing project will exceed \$5,000.

## **Submitting your Qualifications**

Please provide your qualifications to be included in the Ready LDD Grant Writing Bench program in written format by email to Sherry Dean at [sdean@rvarc.org](mailto:sdean@rvarc.org). Include the following information within your submission:

- Rate structure
- Success with Federal grant writing and expertise, if any, with particular agencies or departments.

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- Success with other grant writing (State, local, foundation, etc.).
- Level of interest and experience in the following areas:
  - Project development – have you worked with organizations or communities to develop a project that you or someone else later went on to write a grant application for? *Not every Bench participant will be expected to have an interest in or availability in this area.*
  - Stakeholder involvement – have you worked with organizations or communities to develop or educate stakeholder teams that would oversee project development or implementation? *Not every Bench participant will be expected to have an interest in or availability in this area.*
  - Narrative development – your experience in the actual grant narrative development and any associated skills or experiences, particularly with associated Federal forms and processes such as the SF-424. *All Bench participants will be expected to have interest and ability in this area.*
- General skills and qualifications.
- Writing sample of 1 page or less.
- 2 – 3 professional references.

**Qualifications must be received by email to [sdean@rvarc.org](mailto:sdean@rvarc.org) by 5 PM on 01/12/2024.**

Submissions may be considered on a rolling basis after this date.

### **Notification of Selection**

An award notification will be made on 01/19/2024 via posting on the Commission website at [rvarc.org](http://rvarc.org).

Any additional program information, throughout the process, will also be posted on the Commission website at [rvarc.org](http://rvarc.org).