

REQUEST FOR PROPOSALS

Posted November 5, 2025

Responses Due by COB: November 21, 2025

INTRODUCTION:

The Northern California Indian Development Council, Inc. (NCIDC) is seeking an experienced and skilled grant writing consultant to research, develop, write, prepare and submit successful grant application(s) that will support the expansion of our Youth Division. An overview of the NCIDC can be found at www.ncidc.org.

YOUTH DIVISION SUMMARY:

The NCIDC Youth division was developed to support Native American students in education, and mental health and wellness through support, training, collaboration and visibility. The vision and mission of our programs, which include the Del Norte Indian Education Center, Da'luk Youth Program and the Indigenous Education Advocacy program are to support and collaborate with youth to advance educational and behavioral health equity for Indigenous people in Humboldt and Del Norte counties. The project will help combat disparities in outcomes facing Native students; support Indigenous leaders in implementing their visions of educational and health justice, including the creation of school and community climates that respect and honor Native students, traditions and communities; and building self-advocacy capacity within Tribal communities to conduct policy, systems, and environmental change at the grassroots level.

SCOPE OF WORK:

The program is seeking to engage the services of a consultant to complete one or more grant applications for the youth division in partnership with our staff. The grant opportunity(ies) may be foundation, state, or federal. The grant opportunity is still being finalized, and the consultant may offer input on the selection.

The grant writing consultant will be expected to handle the full application process from planning and drafting to the final application. NCIDC staff will provide necessary agency and program information, as well as overall guidance. Consultant responsibilities include: crafting compelling grant narratives while consulting NCIDC staff on content; working with the Chief Administrative Officer to finalize the budget; compiling all required grant application documents with the assistance of staff; and attending check in meetings and ensuring clear and consistent communication with staff throughout the process.

At least one full grant application with all required attachments is expected to be completed and submitted within the contract period, unless there is a written agreement otherwise.

NCIDC has a set amount of funding for this consultant, so if one grant application is completed within the budget, there may be additional funding to begin work on a second grant application.

PROPOSAL ELEMENTS:

Contact information.

Name, address, and phone number of the independent consultant or consulting firm.

Form of organization.

Whether respondent is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm if organized. Please note if organization is a Tribal organization.

Statement of qualifications.

A narrative or other statement by the consultant of the specific proposed individual consultant's qualifications for the proposed project. Qualifications should address the following preferred qualifications:

1. A robust track record of successful grant writing, backed by demonstrable achievements in securing funding from an array of governmental agencies, foundations, and other diverse funding sources.
2. Experience writing grants for Tribes or Tribal organizations
3. Collaborative aptitude, enabling seamless cooperation with program managers and departmental staff to grasp programmatic needs and develop grant proposals that flawlessly align with organizational objectives

Availability.

A brief statement of the availability of identified consultant to undertake the proposed project.

Resume

Please attach a current resume for the identified consultant proposed in the RFP.

Previous Work Samples

Examples of previous grant support projects demonstrating the consultant's ability to write impactful and winning proposals.

Financial Requirements

Please state your consulting rate per hour for this project, and your anticipated total consulting fees required to accomplish the scope of work listed in this RFP. Travel and related expenses should also be included.

PROJECT SCHEDULE:

The timeline for the grant writing project is 11/21/2025-12/31/2025. A more detailed schedule will be developed during negotiations with the selected consultant. It is assumed that all proposals will be able to meet the specified schedule unless stated otherwise.

ADDITIONAL INFORMATION :

All questions regarding the Request for Proposals (RFP) should be directed to Aubrey Richeson, Planner/Data Analyst at 707-445-8451 or by e-mail at aubrey@ncidc.org

Indian Preference in contracting will be applied to this RFP selection process as per the Indian Self-Determination and Education Assistance Act of 1975 ("Indian Self-Determination Act"), P.L. 93-638, as amended, Act of Jan. 4, 1975, 88 Stat. 2203, codified at 25 U.S.C. § 450 et seq.

While NCIDC is under no obligation to contact firms for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, NCIDC may elect to interview all or some of the firms during the selection process and to request presentations.

PROPOSAL SUBMITTAL SUMMARY:

Submittal Deadline:	Close of Business (COB) November 21, 2025 — Postmarks not accepted.
Minimum Submittal Contents:	Letter of Transmittal; Proposal; Resume; References
Right of Rejection:	The NCIDC reserves the right to reject any and all proposals which in the NCIDC's sole judgement are not considered responsive to this RFP.
Project Contact:	Aubrey Richeson, Planner/Data Analyst Northern California Indian Development Council, Inc 707-445-8451 aubrey@ncidc.org
Submittal Address:	NCIDC 241 F Street Eureka, CA 95501 aubrey@ncidc.org