

**Divine Global Empowerment**  
**332 S. Michigan Ave.,**  
**FL 1032/ #D607**  
**Chicago, IL 60604**



**Divine Global Empowerment**  
Enriching Lives through Every Branch of Our Business

**REQUEST FOR QUALIFICATIONS**

For Grant Writing Services for Community Based Programs  
Wherein D.G.E. Seeks “Content Specific” Grant Writers

## **BACKGROUND ON D.G.E.**

I. DLW d/b/a Divine Global Empowerment (D.G.E.) is an Illinois based, non-profit, 501c3 organization incorporated to operate as a social service humanitarian organization. The goal of WINGS is to bring awareness to the social issue of domestic violence, while providing a wide array of direct programs and offer many supportive services including:

- Safe, short-term residency in a clean, supportive environment; specifically for battered women and their children in our Emergency Response & Rescue Shelter (*E.R.R.S*) Program.
- Comprehensive services for women impacted by their abuser through group & individual counseling that will assist individuals in dealing with their immediate circumstances
- Training programs designed to prepare staff and volunteers for dealing with client's mental capacity, trauma impact, finances & safety planning.
- Linkage agreements focused on job placement, career development, and legal referrals
- Children's programs such as daycare operations

## **II. SERVICES DESIRED**

Divine Global Empowerment is seeking a Request for Qualifications (RFQ) for independent content-specific grant writing services in the following areas:

- Domestic Violence Supportive Services
- Vacant Lot Development
- Emergency Shelter (Housing Services and Programs) for victims of domestic abuse
- Real Estate Development (Rehab & Renovation)
- Clinical Counseling (Adults & Child)
- Employment and Supportive Services for Adults
- Family Support Services
- Child Daycare
- Case Management Services and Support
- Administrative Services and Support
- Training Programs for staff related to domestic violence

## **III. QUALIFICATIONS**

Consultants must possess the following qualifications:

- Demonstrated success in grant writing for federal, state, local or private funding.
- Demonstrated ability to identify and map grant guidelines to data, needs, expertise, feasibility, and fiscal priorities
- Ability to build strong, positive working relationships with diverse staff and stakeholders in order to gather and synthesize complex information

- Ability to work with staff to clarify proposed project impacts, outcomes, and activities, including development of strong and integrated formative and summative assessment procedures involving internal and external evaluators
- Personal dedication to fulfilling project objectives beyond client expectations
- Accustomed to performing in a deadline-driven environment while working within set budget requirements
- Work independently with discipline and focus under minimal supervision
- Work with community based partners and agency staff to develop successful winning proposals

**PLEASE DO NOT SUBMIT resumes or other materials that do not meet the qualifications above.** The required expertise for this project will be based on the skills and experience of the individual submitting the proposal. The contractor must demonstrate significant experience.

#### **IV. SUBMISSION INFORMATION**

Proposals shall provide sufficient information to allow D.G.E.to evaluate a consultant's approach, experience, areas of expertise, and availability.

- **Summary of Qualifications:** Please prepare a brief summary within the following categories.
- **Relevant Grant Writing Experience:** Provide a detailed overview of your successful grant-writing projects written within the last 2-3 years, including dollar amounts. Specify which grants were awarded and those not funded and any other mentionable outcomes associated with the grant writing project. Attach a writing sample grant synopsis of no more than 3 pages in length.
- **Work Terms:** Availability and Capacity to work via (Indicate all that apply):
  - Teleconference
  - Email
  - Computer
  - On site meeting grounds (T.B.A.) in Chicago, IL
- **Technology:** Indicate your level of computer literacy and software you are most familiar with and proficient in using.
- **List of Clients and References:** Provide the names and contact information (email and telephone) of one to three recent clients. These contacts will be used as references and by submitting them you authorize D.G.E.to contact these individuals and discuss your work.
- **Education:** List your academic achievements, academic institution/state/degree(s) earned and year obtained.
- **Grant Writing Capabilities:** Specify your expertise in the areas listed above under SERVICES DESIRED for which you would be qualified to write grants for W.I.N.G.S.

## V. SELECTION PROCESS

An evaluation committee will review all submitted information and will rank and select the most qualified respondents. Agency staff will maintain a file of qualified respondents and will consider the summary of qualifications when selecting contractors for various grant writing opportunities. Agency staff will validate the qualifications of a selected respondent for a term not to exceed 12 months and thereafter on an annual term upon receipt of current submission documents.

## VI. COMPENSATION

*Deferred compensation only* (negotiable retention fee (upfront cost), as well as, rate per hour or flat fee will be discussed). Higher compensation given to individuals with prior, substantial credentials & can show proof of documented grant writing success.

## VII. SUBMISSION INSTRUCTIONS

All RFQ responses may either be submitted electronically or non-electronically. *Responses submitted electronically will be read first.* Please have the following information stated clearly on the outside:

- Respondent's name and company name (if applicable).
- Respondent's address,
- Submission Marked "**Grant Writing Services**"

**The original proposal should be signed by the person authorized to obligate the company and should be marked original.**

Qualifications are to be submitted to:

Divine Global Empowerment  
ATTN: Grants Coordinator  
332 S. Michigan Ave.  
FL 1032/ #D607  
Chicago, IL 60604  
[grantwriter@divineglobalempowerment.org](mailto:grantwriter@divineglobalempowerment.org)

All inquiries must be in WRITING. Inquiries pertaining to this RFQ may be addressed to Grants Coordinator at [grantwriter@divineglobalempowerment.org](mailto:grantwriter@divineglobalempowerment.org).

*All costs directly or indirectly related to the preparation of a response to this RFQ shall be the sole responsibility of and shall be borne by the respondent. D.G.E.reserves the right to accept or reject all or any responses.*