

Native Public Media Seeks Grant Writer



NATIVE PUBLIC MEDIA:

Mission: Strengthening and expanding the voice of Native America.

Native Public Media promotes healthy, engaged, independent Native communities by strengthening and expanding Native American media capacity and by empowering a strong, proud Native American Voice.

BACKGROUND

The 2009 American Recovery and Reinvestment Act Broadband Technologies Opportunities Program (BTOP), administered by the National Telecommunications and Information Administration (NTIA) of the U.S. Department of Commerce, will allocate more than \$7 billion dollars by September 30, 2010 for broadband projects serving communities in the United States.

GENERAL SCOPE OF WORK

The proposal will delineate NPM's Digital Literacy and Community Collaboration Project (working title), the goals of which are to increase the digital literacy skills of Tribal members and prepare a digital workforce of the future by implementing a multimedia certification program for identified Tribal anchor institutions, primarily Native American public radio stations. The project design may be subject to change based upon due diligence and consultation with consultants.

TASKS AND DELIVERABLES:

- Develop, write and submit a BTOP grant proposal for the Digital Literacy and Community Collaboration Project; the consultant will adhere to all federal requirements and guidelines for BTOP funding program.
- Work in collaboration with NPM staff to develop the NPM Digital Literacy Program, budget and business plan;
- Conduct the research and due diligence necessary to prepare and submit a competitive BTOP proposal; effectively apply federal grant guidelines and reinforce BTOP proposal requirements with data and supporting documents.
- Help identify necessary resources and matching funds for the project
Additional activities may include:
- Create a schedule of activities and benchmarks for developing the NPM Digital Literacy Program and BTOP proposal; revise as appropriate to meet changing needs and requirements.
- Work with the Project Lead in determining and assigning responsibilities to staff for project due diligence.
- Effectively apply federal guidelines and reinforce project requirements with data and other supporting documents; ensure proposal documents are complete, current, and meet federal requirements/criteria.
- Analyze project sustainability, revenue, and utilization of service, among other factors regarding the project's success.
Other Skills and Actions Required:
- Experienced Federal Grant Writer
- Understands Tribal histories and telecommunication needs
- Familiarity with Broadband Technologies Opportunities Program
- Understands revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Accurately forecasts revenue, project sustainability, utilization of service..
- Identifies business development opportunities as they relate to the project.
- Leads proposal efforts including completing project scoping and meeting of federal requirements/criteria.
- Effectively conveys our message in writing and verbally
- Effectively communicates relevant project information to supervisor.
- Delivers well-organized presentations.
- Has awareness of new and emerging technologies and the potential application on the project.
- Identifies opportunities for improvement and makes constructive suggestions for change.

How to Submit a Proposal:

1. A brief proposal describing your qualifications (or the qualifications of the team of consultants), how the tasks described above would be carried out and the timeline.
2. A statement of fees to be charged and an estimate of expenses that could be incurred.

3. Resumes of all consultants involved in the project.
4. Names, phone numbers and contact people of at least three nonprofit organizations who have been your clients during the last 18 months, whom we can call as references

Finalists will be determined based upon the bid and timeline. Finalists will be notified by February 3, 2010 and interviews conducted via conference call on February 4 and/or 5 2010 unless otherwise notified.

Deadline to respond to RFP: January 29, 2010

Project Start Date: February 8, 2010

GRANT PROPOSAL DUE BETWEEN: February 15 and March 15

Project End Date: March 31, 2010

Reports to the NPM Policy and Program Analyst

Send Materials in One PDF document to:

Traci L. Morris

Policy and Program Analyst

Native Public Media

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