



Parks & Rec Board Meeting Agenda Item Submittal

Item To Be Considered: RFQ-Proposals for Grant Writing Services

Board Meeting Date: 7/8/26

Prepared By: Anna Stanley

Overview: The Town received two proposals in response to the RFQ for grant writing services to support applications for the Land and Water Conservation Fund and the Parks and Recreation Trust Fund grant programs. The Board should review and discuss each proposal, including relevant experience, understanding of the grant programs, proposed scope of services, timeline, and ability to assist the Town in preparing competitive applications.

Review Considerations: When evaluating the proposals, the Board may wish to consider each firm's demonstrated experience with LWCF, PARTF, and similar parks and recreation grants; familiarity with local government processes; proposed approach and schedule; availability to meet grant deadlines; fee structure; references or past performance; and overall value to the Town.

Background Attachment(s): Bid Proposals

Recommended Action: Review the submitted proposals and recommend one firm to serve as the Town's grant consultant for the LWCF and PARTF grant application process. If additional information is needed, the Board may also recommend follow-up questions or direct staff to negotiate final scope and fee terms with the preferred firm.

Action: _____

