

# **CITY OF CARLINVILLE**

**550 North Broad**

**Carlinville, Illinois 62626**

**217-854-4908**

## **City of Carlinville, Illinois**

### **Request for Proposal: Community Development Block Grant**

#### **Writing Services**

The City of Carlinville, Illinois is seeking a qualified grant writing service provider to assist in securing Community Development Block Grant (CDBG) funding. We invite experienced grant writers to submit proposals for developing and submitting high-quality CDBG grant applications on behalf of the City of Carlinville.

#### **Scope of Work:**

- Conduct a thorough needs assessment to identify potential CDBG projects.
- Develop comprehensive CDBG grant applications, including all required attachments and supporting documents.
- Assist in preparing detailed project budgets that comply with CDBG regulations.
- Ensure timely submission of grant applications and follow up with relevant authorities as necessary.

#### **Requirements:**

- Proven experience in writing successful CDBG grant applications or similar federal/state grants.
- Strong understanding of CDBG program requirements and regulations.
- Excellent writing, communication, and project management skills.
- Ability to work collaboratively with our organization's staff and stakeholders.

#### **Submission Guidelines:**

- Proposals must be submitted electronically in PDF format by COB May 17, 2025
- Questions and proposals should be addressed to Bobbi Bates, Economic Development Coordinator, City of Carlinville. [bbates@cityofcarlinville.com](mailto:bbates@cityofcarlinville.com) 217-854-4908