

May 2, 2022



## Posting - Contract Proposal Writer

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The Band Managers' Working Group (BMWG) in the Northwest Territories (NT) has identified opportunities to improve service delivery to their communities. Grant opportunities flow to First Nation Band administrators and managers on an ongoing basis. Given the daily pressures of ongoing administrative duties, the administrators are challenged to respond to program announcements. The outcomes of this pilot project will leverage the programs available to bands in NT through various government and non-government agencies.

An agreement has been reached to fund this pilot project to develop the proposal writing capacity of the BMWG on behalf of their communities. The work will be accessible to the 21 band administrators for the period June 1, 2022 to March 31, 2022.

Many external grant programs are announced to all Band Managers concurrently and so there is tremendous ability to find efficiencies. The contractor will identify the needed source data for relevant grant opportunities, write, and provide base proposals to each interested First Nation. It will not be the proposal writer's responsibility to submit proposals on behalf of the First Nations. The process of work allocation will be defined by the BMWG and workflow will be managed by Killick Leadership Group.

### About

Killick Leadership Group is the lead contractor for the Band Managers' Working Group (BMWG). This group represents the 21 band administrators in the Northwest Territories who are faced with reduced operational funding and increased expectations.

The BMWG was established in December 2015 to support Band Managers, so that they could share information with one another, mentor each other, and expand their professional development opportunities.

The BMWG conducted a needs assessment in early 2016 to determine the most pressing matters that Band Managers faced in fulfilling their duties. From this needs assessment has flowed a process of professional development, ongoing peer support events, and a partnership with the Local Government Administrators of the Northwest Territories. This contract is a continuation of the capacity development process and meeting identified needs.

### Deliverables

The contractor will

- Develop a template for proposals that can be used by the participating band managers.
- Develop proposals as requested by the BMWG and as referred by Killick Leadership.
- Develop a list of potential funders within a criterion established by the BMWG.

### Qualifications

- It is anticipated that the successful proponent will have a proven track record of proposal writing, leading to successful grant awards.
- Experience working with First Nations is preferred.
- Experience with Government of Canada is preferred.

**Hours and Budget**

It is anticipated that the contractor will spend approximately 4 hours monthly identifying new funding opportunities and further 36 hours monthly assisting with proposal writing. There is an additional 35 hours at the project outset to develop a proposal template and assist with process development.

In total, this project is for 525 hours to be delivered between June 13, 2022 and March 31, 2023. Hourly rates are negotiable based on the proponent's experience, with the maximum contract amount not to exceed \$27,500. This contract will be completed remotely. There is a minor budget for expenses such as software licencing fees. Monthly invoices with activity reports will be submitted to Killick Leadership for payment within 10 business days.

**Application deadline**

A two-page proposal, resume and one sample of work should be forwarded to [bobbi.menard@killickleadership.com](mailto:bobbi.menard@killickleadership.com) by 4pm Friday May 20, 2022.

Questions about this opportunity should be forwarded by email to [cathy.goulet@killickleadership.com](mailto:cathy.goulet@killickleadership.com) no later than 4pm Friday May 12, 2022.

**Warmest regards,**



**Cathy Goulet**

Killick Leadership Group. Ltd.