



Sharing Christ's love by meeting human needs

Request for Proposals (RFP)

Grant Writing Consultant

Issued by: New Hope Ministries

Date: 9/16/2025

1. Introduction

New Hope Ministries is a well-known and highly-respected Christian nonprofit organization dedicated to addressing the root causes of poverty in Pennsylvania. Our agency's mission is to share the Love of Christ by Meeting Human Needs. For over four decades, New Hope has provided essential services including food security, housing stability, self-sufficiency programs, transportation assistance, and other anti-poverty initiatives in Adams, Cumberland, and York Counties.

We are seeking a qualified Grant Writing Consultant who has a desire to share Christ's love by helping our neighbors in need by managing, expanding, and diversifying our grant and corporate funding portfolio, ensuring that we can continue to meet the needs of our communities.

2. Scope of Work and Deliverables

New Hope receives grant and corporate funding from a variety of sources to support its life-changing programs. These funding streams alone equate to an annual revenue budget of just over \$2 million. To meet this annual goal, New Hope is open to considering proposals that include all or a portion of the following activities and deliverables:

- Continue or improve upon New Hope's 70% grant award success rate.
- Manage New Hope's existing portfolio of grants (applications, reporting, renewals).
- Write, edit, and prepare compelling grant proposals, letters of inquiry, and supporting documents.
- Collaborate with New Hope staff to gather program information, budgets, and outcome data for applications.
- Coordinate and manage annual tax-credit program applications through Pennsylvania's Neighborhood Assistance Program (NAP) and Educational Improvement Tax Credit (EITC), including reporting requirements.
 - Considering these specific programs, help identify and apply for new corporate and business funding opportunities to support New Hope's work
- Identify, recommend, and submit grant requests for new federal, state, local, and private funding opportunities that align with New Hope's mission and programs.
- Review and edit grant reports and renewal applications as needed.
- Manage monthly grants activity report, including status of applications and upcoming deadlines.

3. Qualifications

- Proven track record of successful grant writing for nonprofit organizations, preferably in Christian ministries, human services, anti-poverty, or related fields.
- Strong research, writing, and editing skills.
- Familiarity with Pennsylvania funding landscape, federal and state grant programs, and private foundations.
- Ability to work collaboratively with New Hope staff and meet deadlines.

4. Next Steps

Anticipated Timeline:

- RFP Issue Date: September 16, 2025
- **Proposal Submission Deadline: October 8, 2025**
- Consultant Review and Selection: No later than October 24, 2025
- Anticipated Start Date: Negotiable

New Hope requests receiving concise, 1 to 2 page proposals that incorporate an understanding of New Hope’s mission and describes the grant activities that would be provided in alignment with the scope of work presented above. RFPs should also include a description of relevant experience and proposed fee structure. Professional references are encouraged as an additional page to the RFP.

Proposals will be evaluated based on:

- Demonstrated grant writing success.
- Knowledge of funding sources relevant to our mission.
- Writing quality and clarity.
- Cost-effectiveness of proposal.
- References and past performance.

Questions? Contact Molly Helmstetter at (717) 432-2087 x1203 or through email at mhelmstetter@nhm-pa.net, before September 30, 2025.

Please submit proposals electronically in PDF format by October 8, 2025 to:

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New Hope Ministries is a Christian social service agency that shows the love and hope of Christ by serving our neighbors in times of need and supporting their efforts toward stability.