

Pai Venegas

Santa Clara, CA 95051

Cell: [REDACTED]

Email: [REDACTED]

November 23, 2021

Guadalupe-Coyote Resource Conservation District
888 N. First Street, Suite 204
San Jose, CA 95112
(408) 288-5888

Dear Stephanie Moreno,

Please find attached my response to the Guadalupe-Coyote Resource Conservation District (District) RFP Community Grant Writing Services to provide grant writing technical assistance to community-based organizations (CBOs) in Santa Clara County. I will serve as the Consultant and request \$12,800 to implement my Grant Writing and Technical Assistance (GTWA) project.

I have nearly a decade of experience supporting many nonprofits build their capacity – operational and programmatic – to respond to the needs of many communities, reaching those most vulnerable. I began as a volunteer, now a member of the board, for a small nonprofit as a fund development officer supporting small to large projects that serve to promote the resilience and wellbeing of refugees and immigrants through counseling, forensic services, and opportunities for cultural exchange with the larger community. As Director of Programs working for and with people with disabilities, I provided programmatic oversight, created new programs, and successfully prevented homelessness and housed persons with disabilities from institutional setting or temporary housing into long-term, affordable, accessible, and safe housing. I have researched, reviewed, drafted, and submitted over 50 grants needing everything from seed money grants to partnership grants and grants for supplies and specific programs. I have been awarded more than 80% of these competitive grants.

Currently, as a consultant for various organizations, I manage over 100 contracts and grants, from assisting with grant proposals to contract management to problem-solving and collaborating with staff and partners to meet contract requirements and detail future projects. I have built essential relationships and formed partnerships with community-based organizations who have a deep understanding of the communities they serve, to identify and fill gaps in health and social services, especially in priority communities that have been marginalized and disproportionately impacted by health and economic circumstances. I have extensive knowledge of grant making and writing, programmatic reporting, and budgeting processes; have experience in working with federal, state, local and private grant makers.

As a Consultant, I will develop and maintain a database of community-based local organizations (CBOs); provide an array of grant writing services, such as, development of proposal narrative, development of budget, research new or re-use of content and/or statistical data, prospect for grant opportunities, deliver online interactive grant training workshop; provide technical assistance, such as, pre- and post- application assistance, from gathering of documents to reviewing of checklist to submitting grant applications, proposals, LOIs (of federal, state, local or foundation); and work closely with CBOs to identify grant fund/program development needs and objectives. By June 30,

2022, I will engage with up to 8 CBOs/partners who support the District's areas of strategic focus: Agricultural Lands, Biodiversity, Water Quality, Fire Risk, Climate Change, Public Engagement & District Operations. I will provide up to 5 CBOs/partners with grant writing and technical assistance services. I will submit up to 12 grant applications given the timeframe, and produce a three-hour online interactive grant training workshop available for future grant writing and technical assistance use.

I am highly committed to the communities that I work in and have an understanding of how things work on the ground, building active and influential communities based on justice, equality, and mutual respect. I am dedicated and committed to agencies that believe in a more livable, sustainable world. If you have any questions, I can be reached at [REDACTED] or via email at [REDACTED]

Sincerely,

A handwritten signature in blue ink, appearing to read 'Pai Venegas', written in a cursive style.

Pai Venegas

Scope of Work

Project Timeline: January 1 – June 30, 2022

Objective:

The Grant Writing and Technical Assistance (GWTA) project is to assist the Guadalupe-Coyote Resource Conservation District (District) with providing grant writing and technical assistance services to community-based organizations (CBOs) in Santa Clara County to build the District's capacity and leverage its existing resources.

Through the proposed initiative, Pai Venegas, Consultant, will develop and maintain a database of community-based local organizations (CBOs); provide an array of grant writing services, such as, development of proposal narrative, development of budget, research new or re-use of content and/or statistical data, prospect for grant opportunities, deliver online interactive grant training workshop; provide technical assistance, such as, pre- and post- application assistance, from gathering of documents to reviewing of checklist to submitting grant applications, proposals, LOIs (of federal, state, local or foundation); and work closely with CBOs to identify grant fund/program development needs and objectives.

Impact:

By June 30, 2022, Pai Venegas will achieve the following:

- Engage with up to 8 CBOs/partners who support the District's areas of strategic focus: Agricultural Lands, Biodiversity, Water Quality, Fire Risk, Climate Change, Public Engagement & District Operations.
- Provide up to 5 CBOs/partners with grant writing and technical assistance services.
- Submit up to 12 grant applications given the timeframe.
- Produce 1 three-hour online interactive grant training workshop available for future grant writing and technical assistance use.

Activities:

1. Conduct outreach to local CBOs.
 - a. Tasks: research, outreach, engage (email, phone calls, virtual meetings) with CBOs in Santa Clara County who support the District's areas of strategic focus.
 - b. Activity Timeline: ongoing, starting January 3, 2022
 - c. Hours Spent: 2 hours a week, about a total of 52 hours
2. Maintain a database of local CBOs.
 - a. Tasks: utilize Excel to track, maintain, report a list of active, in progress CBOs.
 - b. Activity Timeline: ongoing, starting January 3, 2022
 - c. Hours Spent: 1 hour a week, about a total of 26 hours
3. Provide grant writing and technical assistance services.
 - a. Tasks: development of proposal narrative & budget, research new or re-use of content and/or statistical data, prospect for grant opportunities, pre- and post-application assistance, and work closely with CBOs to identify grant fund/program development needs and objectives.

- b. Activity Timeline: ongoing, starting February 1, 2022
 - c. Hours Spent: 3 hours a week, about a total of 60 hours
- 4. Deliver 3-hour online interactive grant training workshop.
 - a. Tasks: research, develop, & produce an on-demand online training video product which covers essential information and practices for fund/grant development.
 - b. Activity Timeline: One-time, mid-March
 - c. Hours Spent: about a total of 15 hours (12 hours of research, recording, prepping plus 3 hours of implementation)
- 5. Attend monthly board meeting to report deliverables.
 - a. Tasks: report deliverables & present updates to District's staff, Board of Directors, volunteers, or partners
 - b. Activity Timeline: Once a month
 - c. Hours Spent: 2 hours a month, about a total of 12 hours
- 6. Assist Executive Director to identify grant opportunities/applications.
 - a. Tasks: identify grant opportunities, develop grant applications, other duties in support of building capacity
 - b. Activity Timeline: ongoing, starting January 3, 2022
 - c. Hours Spent: 1 hour a week, about a total of 26 hours

Cost Breakdown

Consultant Service	Cost per hour	Total hours	Total cost
Conduct outreach	\$67	52	\$3,484
Maintain database	\$67	26	\$1,742
Provide grant writing/technical assistance	\$67	60	\$4,020
Provide interactive online training workshop	\$67	15	\$1,005
Attend monthly board meetings	\$67	12	\$807
Meet/Assist ED	\$67	26	\$1,742
TOTAL		191	\$12,800