**Request for Qualifications From Grant Writers Interested in Serving as Grant Writer to the Lindenwold Fire District** - 2025

Introduction

The Lindenwold Fire District in accordance with N.J.S.A. 40A: 11-5.1a(i) desires to appoint an individual or firm to perform the following service: **FIRE DISTRICT GRANT WRITER**. The Lindenwold Fire District desires to hire a consultant to assist in the application, processing, reporting, auditing and exercising of federal, state, and local grants. Duties would include: working with administration to clean-up previous grants which are in various levels of completion, collection of grant money already awarded; application for current grants at federal, state, and local levels; coordinate spending of grant money from various sources; and administration and record keeping of such grants, with both required and internal reporting.

**Submissions Must Include**

1. Grant Writing Consultant must have at least five (5) years’ experience in the profession
2. Evidence of sufficient support staff to provide all grant services required by the Fire District
3. A list of past and present public entities represented as a Grant Writer, including at least four public entities within a 100-mile radius of the Fire District serviced by your firm.
4. Must provide other factors if demonstrated to be in the best interest of the Township, and
5. The ability to attend any Township meetings as needed.

**Selection Criteria**

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Fire District reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Fire District:

• Experience and reputation in the field

• Qualification of the individual(s) who will perform the service or activity

• Knowledge of the Fire District and the subject matter to be addressed by the contract

• Availability to accommodate any required meetings

• Compensation proposal

• Other factors, if demonstrated to be in the best interest of the Fire District

**Submission Requirements**

RFQ must be postmarked or hand-delivered no later than March 3, 2025 to:

Tiffany Beach, District Clerk

Lindenwold Fire District No. 1

801 Scott Avenue

Lindenwold, NJ 08021

Phone (856) 346-0935