



Newmarket African Caribbean Canadian Association (NACCA)

REQUEST FOR PROPOSALS RFP2026-05

Grant Writing & Fund Development Consultant

1. Organizational Overview

The Newmarket African Caribbean Canadian Association (NACCA) is a Black-led, Black mandated community-based organization serving the York Region. NACCA advances the wellness, dignity and success of Black individuals and families through culturally responsive programming rooted in Africentric values, Ubuntu and community care.

Our work spans food security and Black food sovereignty, mental health and wellness, youth development and leadership, scholarships and education support and cultural programming. As NACCA continues to grow, we are strengthening internal systems to ensure long-term financial sustainability and organizational resilience.

Our Guiding Principles & Values

NACCA's work is grounded in Africentric principles that guide our leadership, governance and programming. Rooted in the Nguzo Saba, these principles shape how we serve and strengthen our community.

1. Umoja (Unity) – We believe collective success begins with unity across family and community.
2. Kujichagulia (Self-Determination) – We define and create our own destiny.
3. Ujima (Collective Work & Responsibility) – We build and solve together.
4. Ujamaa (Cooperative Economics) – We strengthen our community through economic empowerment.
5. Nia (Purpose) – We act with responsibility to past and future generations.
6. Kuumba (Creativity) – We use imagination and innovation to improve what we inherit.
7. Imani (Faith) – We believe deeply in ourselves and our collective work.

Mission

To engage African Canadian communities and allies through program delivery, education and partnerships to cultivate an empowered and united Black community in Newmarket.

Vision

To serve as a community hub that strengthens present and future outcomes for the Black community, particularly Black youth, through skills-building, empowerment and cross-cultural learning.

Core Values

We are guided by mentorship and education, youth engagement, access and equity, cultural diversity and empowerment.

2. Purpose of the RFP

NACCA is seeking proposals from qualified consultants or firms to serve as a Grant Writing & Fund Development Consultant. The purpose of this engagement is to develop and implement a structured, multi-year fundraising and financial sustainability framework that strengthens NACCA's revenue diversification and internal fund development capacity.

The selected consultant will be responsible for producing a three-year fundraising strategy, leading priority grant submissions, generating donors, grants and establishing functional donor and grant tracking systems. This engagement is intended to increase the organization's grant and donor base along with the sustainability of its internal infrastructure and revenue forecasting capabilities towards positioning NACCA for long-term financial resilience and growth.

3. Scope of Work

The total contract value of \$25,000 CAD + HST is allocated across two distinct components.

A. Fund Development Strategy & Systems (\$15,000 CAD + HST)

The consultant will develop and deliver a comprehensive three-year Fundraising and Financial Sustainability Plan designed to diversify NACCA's revenue and strengthen long-term financial resilience.

Deliverables must include:

- A revenue diversification strategy across government and private foundations, corporate and individual donor streams
- Three-year revenue projections presented in chart or graph format
- Annual fundraising targets and diversification benchmarks
- A visual fundraising roadmap outlining key timelines and campaign cycles
- Risk assessment and mitigation strategies
- A phased implementation plan with measurable milestones
- The actual generation of funds as per all projected benchmarks

The consultant will also design and implement an internal donor and grant tracking system that includes:

- A functional donor database
- A grant pipeline and deadline dashboard
- Standardized tracking templates and documentation procedures

B. Grant Writing Services (\$10,000 CAD + HST)

The consultant will provide direct grant development and support during the contract period. Minimum performance expectations include:

- Identification of aligned funding opportunities and development of a structured grant calendar
- Preparation and submission for a minimum of **four (4) priority grant applications** during the contract period

Grant writing services must include the sourcing, development and submission of grant applications along with substantive drafting, editing and submission support for other applications.

C. Capacity Building & Knowledge Transfer

The consultant will deliver a minimum of two (2) staff training sessions and written documentation and user guides for all systems developed. All tools, templates, dashboards and systems developed under this contract will remain the property of NACCA.

Payment Terms

Payment will be tied to the successful completion of agreed-upon deliverables and milestones. Final milestone structure and payment schedule will be negotiated and included in the executed contract. NACCA reserves the right to structure payments based on completion of measurable outputs.

4. Timeline

RFP Issued	March 2, 2026
Proposal Deadline	March 20,, 2026 (5:00 PM EST)
Shortlist Selection	Late March 2026
Interviews	Beginning April 1, 2026
Consultant Selection	Mid-April 2026

Contract Start	May 1, 2026
Contract End	November 30, 2026

5. Budget

The total available budget for this contract is \$25,000 CAD + HST. Proposals must be submitted as a fixed-fee contract, include a detailed budget breakdown and clearly outline payment milestones. Proposals exceeding the stated budget will not be considered.

6. Proposal Requirements

Proposals must be no longer than ten (10) pages (excluding cover page and references), submitted in PDF format and include the following sections:

1. Executive Summary
2. Relevant Experience
3. Proposed Methodology & Work Plan
4. Timeline aligned with the RFP schedule
5. Detailed Budget (fixed fee)
6. Three (3) References (minimum)

7. Qualifications & Experience

Proponents should demonstrate:

- Proven experience in nonprofit grant writing and fund development
- Demonstrated success securing government, foundation and corporate funding
- Experience developing multi-year fundraising strategies
- Experience building donor and grant tracking systems
- Strong facilitation and training skills
- Understanding of equity-informed and community-led organizations
- Experience working with Black-led or culturally specific organizations

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and demonstrated success (30%)
- Quality and feasibility of proposed methodology (30%)
- Capacity to deliver within timeline and budget (15%)
- Understanding of Organizational Mandate & Values Alignment (10%)
- Strength of references (5%)
- Interview performance (10%)

9. Submission Instructions

Submit proposals electronically in PDF format to:

hr@naccacommunity.ca with Subject Line: **RFP – Grant Writing & Fund Development Consultant**. Only shortlisted candidates will be invited to interview.

Deadline: March 20, 2026 at 5:00 PM EST. Late submissions will not be considered.

10. Additional Conditions

NACCA reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Negotiate scope and fees
- Cancel or reissue the RFP