



History of River City Grant Writing

River City Grant Writing was established in May of 2018 by Tricia Smith-Mulder, who has had a lifelong passion for serving and supporting the compassionate people of the world. No matter what profession I was in, I found a way to help. My 14 years in the mortgage industry found me teaching homeownership classes at Grand Rapids-based non-profits. During this time frame, I obtained my bachelor's in business administration from Grand Valley State University and my Master's of Business Administration from Cornerstone University. Next, I transitioned into the financial services and insurance sector and worked with my local branch office to do outreach for those who needed financial literacy education. However, in 2011, my career took a pretty different direction, and I found my true calling, working with children and adolescents.

This was when I took a director-level administrative job at the Gerald R. Ford Job Corps Center in Grand Rapids, where I spent the next 7½ years working with disadvantaged youth ages 16-24. It was during this time I was introduced to grant writing techniques. Using this information, I procured more than \$500,000 worth of additional funding for the Center in 2016 and 2017. When I left Job Corps in early 2018, I began to look for my next adventure and was inspired when watching the evening news. First, a story on Grand Rapids-based charity outlined their financial struggles and announced they were planning to close for good in April. I began to see the need for non-profits to obtain additional funding from multiple sources. Next, a chance encounter with a former Job Corps colleague directed me on my path, and a few weeks later, River City Grant Writing was formed.

Since its formation, I have focused on working with educators and those that serve the youth and disadvantaged/underserved people because those are areas I am most passionate. I treat my clients as a partner through the whole grant process and keep them informed every step of the way. When the company was formed, a clear mission was developed:

River City Grant Writing exists to assist the people of Michigan who serve others by providing high-quality services to aid their organizations in furthering their mission and goals.

That is how I operate, and it sets me apart from many of the grant writers out there. I am here for you, but most importantly, the people you help. Thank you for considering my services, and I am willing to answer any questions you have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tricia Smith-Mulder'.

Tricia Smith-Mulder

Services Offered

1. Grant Searches
 - a. Compiling a list of grants, amounts available, and due dates
 - b. Research the funder to ensure their funding history matches the demographic and mission of your organization.
2. Grant Writing
 - a. Taking leads and writing a fully developed grant ready to be submitted.
 - b. Submitting letters of intent
 - c. Developing a fundamental understanding of the organization and getting to know the long term mission and goals
 - d. Assembling board of director lists, audited financial statements, organization history, IRS non-profit status paperwork, organizational charts, etc.
 - e. Developing templates to be used in commonly found sections of grant applications.
3. Proposal Development
 - a. Determining project length, the scope of work, quote gathering, budgeting, etc.
4. After Grant Management
 - a. A key component in getting renewable grants is submitting reports to the funder
 - b. Developing a reporting schedule and submitting paperwork on time to the funder
5. Strategic Planning and Business Development
 - a. Establishing a schedule of grant submissions and developing a steady pipeline of applications
 - b. Working to streamline the submission process and increase the number of awarded grants
 - c. Refining mission and vision statements
 - d. Working with the board of directors to develop a SWOT Analysis and Five-Year Plans
 - e. Working with the board of directors to determine what donors to approach, diversify funding mix, and create a case statement for potential individual donors.

Fee Schedule:

1. \$75 per hour

Billable activities include:

1. Grant searches
 - a. Finding suitable funding sources that match your organization's mission and project
 - b. Networking and making connections with prospective funders
2. Writing of grants
 - a. Taking leads and writing a fully developed grant ready to be submitted.
3. Research on your organization
 - a. Essential document gathering and getting to know long term mission and goals
4. Letters of Intent/Inquiry
 - a. A letter with organizational information, problem statement, and proposed solution.
5. Proposal Development
 - a. Determining project length, the scope of work, quote gathering, budgeting, etc.
6. After grant management
 - a. A key component in getting renewable grants is submitting reports to the funder.
7. Strategic planning
 - a. Establishing a schedule of grant submissions and the development of a steady pipeline of applications
 - b. Working to streamline the submission process and increase the number of awarded grants
8. Paperwork gathering
9. Travel time to and from meetings and presentations
10. Emailing and phone calls to potential funders
11. Meeting and presentation time (unless otherwise agreed)
12. Others to be agreed upon before the activity is performed

Items Needed for Organization Profile:

The following items are critical for the initial development of your organization's profile. This information aids in grant searches and serves as the beginning of a template for grant applications. Once completed, the amount of paperwork and information requests from me is significantly reduced. If you find your organization lacks any of the items below, I will gladly assist in developing them. Thank you in advance for your help in gathering this critical information.

Organization Information:

- Contact Information*
- History and Background*
- Mission and Goals*
- Board of Directors (with Race, Gender Identity, City of Residence, and Affiliations)*
- IRS 990 Form (2 years)
- Non-Profit Determination Papers*
- Projected Income and Expense Budget for Current Fiscal Year*
- Financial Statements for Past 2 Fiscal Years (P&L and Balance Sheet)*
- Project Idea*
- Audited Financial Statements (if available)
- List of Collaborating Partners
- Organizational Chart
- Key Staff and Leadership Biographies/Resumes
- Press Materials, Photographs
- Significant Accomplishments (past 5 years)
- Electronic Signature of Executive Director (This will only be used on letters of inquiry or other matters where permission is first obtained.)
- Copies of previous grant applications.

Once we identify the first project, we will solicit a grant for, we will work together in obtaining the following information:

- Overview of Proposed Program
- Need Statement
- Measurable Objectives
- Project Budget
- Pertinent Research Supporting the Need Statement and Solution
- Timeline/Sustainability Plan
- Success Story/Testimony
- Evaluation Plan Letters of Support of Collaboration Project Budget and Request

From there, we will write:

- Letter of Inquiry
- Formal Proposal

**Required to create a client profile and proposal template.*