



CALDERA

GRANT WRITING SERVICES

OVERVIEW

Caldera seeks grant writing services beginning early January 2019. The scope of work will include writing letters of inquiry, grant proposals, and report submissions to foundations and government funders; conducting research on prospective institutional giving, collaborating with programming and finance staff to complete proposals, and managing Caldera's grant tracking system. We anticipate this will be a 6 month contract, with the possibility of extension, and approximately 15-20 hours of work per week.

GRANT WRITING SERVICES REQUESTED

- Developing, writing, editing and submitting competitive proposals and well-articulated, accurate grants and reports to corporate, foundation, and government funders
- Working with finance and program staff to develop accurate budgets for grants as needed
- Identifying and supporting the execution of supplementary/program content if needed to support grant proposals and reports
- Conducting strategic research on prospective institutional funders
- Managing and maintaining Caldera's grant tracking system

The chosen contractor will be provided with our grant proposal and reporting schedule, grants tracking spreadsheet, have access to recent and past grant submittals, and will work with finance and program staff to develop accurate budgets for grants as needed.

REQUIRED QUALIFICATIONS

Three to five years of experience in grant writing, fundraising and/or development; highly organized; strong written and verbal communication skills; attention to detail and an ability to manage a task/project from inception to completion within strict timelines and deadlines. Proficiency in Google docs and Microsoft software is a necessity.

PROPOSED SCOPE OF WORK AND DELIVERABLES

Additional grant deliverables may be included as opportunities and deadlines arise.

The Standard	Grant	1/7/19
Spirit Mountain Foundation	LOI	1/7/19
JW & HM Goodman Foundation	LOI	1/9/19
Renaissance Foundation	Grant	1/15/19
Bill Healy Foundation	LOI	1/15/19
National Endowment for the Arts	Pay Request	1/15/19
US Bank Foundation - PDX	Grant	1/31/19
US Bank Foundation - CO	Grant	1/31/19
Surdna Foundation	LOI	2/1/19
Maybelle Clark Macdonald Fund	Report	2/1/2019
Clabough Foundation	Grant	2/1/19
Reser Family Foundation	LOI	2/1/19

Charlotte Martin Foundation	Report	2/1/19
Sustainable Arts Fund	Report	2/2/19
Maybelle Clark Macdonald Fund LOI	Grant	2/15/19
Onpoint	Grant	2/15/19
OCF - Creative Heights	LOI	2/15/18
Keen Effect Program	Grant	3/1/19
Cow Creek	Grant	3/1/19
PGE Foundation	Grant	3/1/19
Charlotte Martin Foundation	Grant	3/1/19
Harvest Foundation	LOI	3/1/19
OAC Operating	Grant	3/1/19
PGE Foundation	Report	3/1/19
Pacific Power	Grant	3/15/19
Autzen Foundation	Grant	3/15/19
Trail Blazers Learn Grant	Grant	3/19/19
Chambers Family Foundation	Grant	3/30/19
The Holzman Foundation	Grant	3/30/19
Silver Family Foundation	Grant	3/31/19
The Stimson-Miller Foundation	Grant	4/1/19
NFWF Next Gen	Interim Report	4/1/19
prAna Fund	Grant	4/30/19
Randall Charitable Fund	Grant	5/1/19
Jackson Foundation	Report	5/1/19
ESCO	Grant	5/1/19
OCF Community Grant	Report	5/4/19
Oregon Cultural Trust	Grant	5/15/19
Bog Outdoor Education Fund	Grant	5/19/19
Irwin Foundation	Report	6/1/19
Trust MGMT - CO	Grant	6/1/19
OAC Arts Learning	Full Grant	6/1/19
Jackson Foundation	Report	6/1/19
First Story	Grant	6/15/19
Jubilation Foundation	LOI	7/15/19

SUBMISSION PROCESS

Please submit a short proposal, including relevant experience/credentials and/or a resume, list of current/past clients, three writing samples, and hourly rates or quote for the proposed scope of work (below) to caldera@calderaarts.org by December 17, 2018.

ABOUT CALDERA

Founded in 1996, Caldera is a catalyst for the transformation of youth from underserved communities through innovative art and environmental programs. Caldera fills the gap in access to arts and the outdoors, by creating welcoming, intentional and diverse spaces (classrooms, camps and residencies) with programs and activities focused on creativity, mentorship, culture and exposure to the outdoors for youth and artists. Annually, Caldera works with hundreds of students and a community of mentors, artists, alumni, schools and other partners. Our work strengthens identity and practice, builds skills, promotes community and helps participants flourish in school, work and life. All of our youth programs are provided for free to the students, families and schools we serve. Caldera is recognized as one of the nation's top youth arts programs by the National Arts and Humanities Youth Program Awards and the President's Council on Arts and Humanities, and has received competitive funding from the National Endowment for the Arts for more than a decade.

Caldera has a \$2.2 million dollar budget, a 15-member board, 13 full-time year-round employees, 3 part-time year-round employees, and a range of seasonally contracted artists and mentors (~50). Its administrative office is located in Portland, Oregon, and its Arts Center is located outside of Sisters in Central Oregon, between Suttle Lake and Blue Lake.

EQUITY and INCLUSION

We recognize that Caldera communities face many societal inequities. We recognize the history and ongoing impacts of racism in our country, state, and institutions. We acknowledge that we will always have room to grow as an organization and as individuals in our understanding of racism and oppression. We commit to continually examining our role in both perpetuating and combating institutional racism. We also commit to ongoing alignment of our policies and practices to advance racial equity, inclusion, and freedom of expression.

We commit to integrating equity and inclusion into all areas of our work to better serve our mission; when we do, we get closer to the world that we want for our youth. To ensure our own accountability, we will 1) seek deeper relationships with and feedback from our larger community; 2) use our Equity Plan to guide ongoing work; and 3) apply our Equity Lens to decision-making. We will also seek inspiration from artistic and cultural traditions.

Caldera is an equal opportunity employer encouraging applicants of all backgrounds and does not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. **We encourage people of color and Caldera community members to submit.**
