



ADDENDUM NO. 1

RFP NO. 2014-009

**GRANT WRITING SERVICES FOR
THE TOWN OF SURFSIDE**

Appendix “A”

Scope of Work

Qualified VENDORS shall apply for grants on behalf of the TOWN which address documented needs associated with:

- service delivery and necessary capital infrastructure improvements;
- environmental or “Green” initiatives;
- technology;
- recreation;
- community development/redevelopment and capital assets.

In addition, VENDOR will apply for grants which not only are consistent with identified TOWN needs but those grants which can be properly and efficiently administered by staff taking into account existing duties and responsibilities. A goal of the TOWN’s Grant Program is to secure funding for services and projects which the TOWN otherwise would be required to utilize local tax dollars alone.

Appendix “B”

Pricing, Fixed Schedule and Cost

Describe and detail the fee structure and the schedule you propose for providing grant writing services.