

Request for Proposals: Development & Grant Writing Support for Canticle Farm

Introduction

Located along the Allegheny River in the Town of Allegany, Cattaraugus County, NY, Canticle Farm is a nonprofit community farm and ministry of the Franciscan Sisters of Allegany. The farm seeks a consultant to help implement its organizational development plan and its new fund development strategy. Canticle Farm produces vegetables for sale through its CSA membership program and retail market. The farm also donates at least 20% of its produce annually to soup kitchens and food pantries in the greater Olean, NY area. New in 2025, the farm now invites school classes to participate at the farm, with students engaging in real work projects alongside farm staff. The farm also began a community garden and community food forest at its second site across the river.

In 2025, Canticle Farm joined the iCAP Core capacity-building program with Western New York Foundation. Farm staff and board worked with an organizational development consultant for six months. This work resulted in the creation of an organizational development plan, which is now in the process of implementation. A fund development strategy and specialized development support are elements of this plan.

Project Overview

Canticle Farm seeks a development and grant writing consultant to assist the Executive Director in implementing its new fund development strategy. Canticle Farm is accepting proposals from qualified individuals to provide short-term development support focused on foundational writing, grants, and donor systems support.

Scope of Work

This role is intended to help translate existing vision and priorities into clear language and support revenue opportunities while longer-term fundraising planning is being completed. This is a time-limited role designed to create clarity and momentum.

The purpose of this engagement is to:

- Help Canticle Farm articulate its vision, programs, and priorities in writing.
- Develop grant language and materials.
- Identify and pursue grant opportunities.
- Provide set-up and support for Canticle's new donor database, Bonterra.

Deliverables

1. Full setup and utilization of Bonterra fundraising platform.
2. Written language for use in fundraising materials and grant applications.
3. Preparation of text and/or design for a planned giving brochure.
4. Strategy for increased collaboration, and list of potential partners in the greater Olean area, Cattaraugus County and adjacent counties.
5. Preparation of 3-5 grant applications during May through October 2026.
6. Detailed list of upcoming and recurring grant opportunities for 2027, outlining each grant's alignment with the farm's short-term and long-term goals.
7. Summary of recommended next steps and implementation priorities.

Proposal Requirements

1. Cover letter and summary of qualifications
2. Description of approach
3. Work plan and timeline
4. Budget with fee structure
5. Up to three examples of similar projects
6. Contact information for three professional references

Qualifications

Ideal candidates will demonstrate development experience for small - mid sized nonprofits. Knowledge of farming and food systems is a plus but not necessary.

Evaluation Criteria

Proposals will be evaluated based on the following criteria: understanding of project goals and community context; relevant experience and expertise; quality of proposed approach and deliverables; clarity of budget; and references and prior work quality.

Anticipated Timeline

The anticipated duration of this project is 6-12 months.

Submission Details

Proposals are due by Monday, May 18, 2026. Proposals can be submitted via email to Stephanie Beneng, Executive Director & Grower, at office@canticlefarm.org.