

Request for Proposals: Fund Development Strategy 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 prepare a 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 is part of this plan.

Project Overview

Canticle Farm seeks a fundraising consultant to develop a comprehensive fund development strategy aligned with the organization's strategic vision, programs, and capacity. The plan will serve as a roadmap for diversified revenue growth and guide fundraising implementation over the next 2-3 years.

Scope of Work

The consultant's tasks include the following:

1. Review existing materials, including recent capacity building work, strategic priorities/vision, current fundraising activities/revenue
2. Conduct discovery conversations with Executive Director, other staff, and board members
3. Assess fundraising readiness, including staffing and leadership capacity, board roles and fundraising readiness, financial and donor systems infrastructure, internal gaps and opportunities
4. Develop a written fundraising plan with the following elements: clear fundraising goals and benchmarks, revenue mix recommendations (individuals, grants, events, major gifts, etc.), annual fundraising calendar, and identification of infrastructure and staffing needs required to implement the plan.
5. Facilitate one working session with staff and board to review and refine the plan.

Deliverables

1. Fund development strategy
2. Fundraising calendar
3. 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 experience developing fundraising plans for small - mid sized nonprofits, and knowledge of farming and food systems (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 2-4 months.

Submission Details

Proposals are due by Monday, May 11, 2026. May can be submitted via email to Stephanie Beneng, Executive Director & Grower, at office@canticlefarm.org.