

REQUEST FOR PROPOSALS

Fundraising Prospecting for BGREEN

Overview

BGREEN (the network) is seeking an experienced fundraising consultant (either an individual or a small firm) to advance the fundraising efforts of the partnership by conducting a prospecting assessment for our network and member organizations.

Timeline

RFP Issued: July 29, 2026

Responses Due (Best Consideration Date): August 14, 2026

Potential Interviews: Week of August 31, 2026

Notifications: September 16, 2026

Contract Period: September 30, 2026 - December 15, 2026

Draft Deliverables Presented: November 18, 2026

Final Deliverables Due: December 15, 2026

About BGREEN

BGREEN is a coalition of partners with the shared interest of building community and institutional capacity by creating resilient, equitable, and sustainable communities through nature-based work. BGREEN works to forward regional environmental sustainability initiatives, public health and community resilience, and collaboration across the Baltimore City and County region. The Network's outcomes are rooted in co-development of community-first goals and objectives.

BGREEN is one of several regional networks receiving funding through the Chesapeake Bay Trust's [Capacity Building Initiative](#) (CBI), the goal of which is to build both individual organization and collaborative capacity to advance regional environmental and community health goals. This 5-year grant program represents BGREEN's sole funding source. We are currently in year four of this program and need to identify new funding sources to continue to sustain BGREEN's operations. To learn more about the funding initiative, please see this link to the [original RFP](#).

Budget

Approximately \$15,000 has been budgeted for this project.

Scope of Work & Deliverables

Award will be determined based on specific scope of work proposed and agreed upon to include the following. The key activities under this project will be:

(1) Prospecting:

- Work with the Network Coordinator and Leadership Team to understand and further define the network's fundraising needs
- Work with the Network Coordinator and Leadership Team to finalize parameters for funder prospecting
- Make recommendations for donor/prospect development and stewardship - who are our most aligned potential donors and how do we reach them? We anticipate that prospecting will be focused primarily on grant programs, private funders, foundations, and corporations.

(2) Coordination with Network Coordinator and Leadership Team:

- Attend a kickoff meeting with the network coordinator and leadership team to further refine the project scope
- Meet at least twice a month during the project period with the Network Coordinator to provide project updates and receive feedback on progress
- Attend monthly leadership team meetings during the project period as requested (may overlap with network coordinator meeting).

(3) Fundraising Plan Development Support:

- The prospecting list will be integral to the development of a broader fundraising plan developed by the network. Consultant will provide guidance on the integration of the prospecting list into this plan, including outreach timelines.

(4) Capacity Building

- Develop and deliver at least one (1) coaching and private funder solicitation workshop for network members

These activities should result in the following deliverables:

1. A list of potential donors and funding programs that may be interested in supporting BGREEN and/or our member organizations, including points of contact and, if applicable, information about specific relevant funding programs. Emphasis should be placed on new funders that our organizations do not currently work with.
2. Timeline recommendations for establishing relationships with donors or applying to established funding programs.
3. One workshop on funder solicitation for network members.

Project Timeline

All deliverables will need to be completed no later than Friday, December 18, 2026.

Applicant Requirements

Individuals or entities interested in taking on this scope of work should meet the following qualifications

- Familiarity with the unique challenges of fundraising for collective impact initiatives
- Experience working with small and mid-sized nonprofits, including community based organizations
- Experience identifying private, public, and corporate funders interested in supporting environmental conservation, restoration, and preservation, and urban greening work.
- Experience developing trainings/workshops on fundraising for nonprofit organizations

Equal Opportunity Statement

B-GREEN is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

To Apply, Please Submit:

1. A letter of interest for the project.
2. Statement of Qualifications and Staffing – Provide a qualifications profile of the staff that will be working on the project. Also provide detailed information on the firm, including the name, year established, and contact information.
3. Summaries of relevant projects (with project cost)– Describe relevant experience on similar projects and list the work experience of the individuals expected to be involved in the project. Include a minimum of two (2) professional references for whom a similar project has been completed within the last five (5) years.
4. Proposed project timeline that aligns with the scope and deliverables described in this solicitation
5. Budget

Respondents should submit one (1) digital copy (PDF) of their proposal by July 31, 2026 to the network coordinator using the subject line “BGREEN Fundraising RFP Proposal - [Applicant Name]” Proposals should not exceed 10 pages, including the cover letter, project lists, and contacts.

Kelsey Brooks
Network Coordinator
kebrooks@umd.edu

All applicants will receive a confirmation email upon receipt of their qualifications.

If you have any questions about this project or the RFP, please contact the network coordinator Kelsey Brooks (kebrooks@umd.edu). Questions that are submitted may be added to an FAQ document and shared with other applicants.

All information submitted becomes property of BGREEN upon submission. BGREEN reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP.

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 96358101 AND 96358201 to the Chesapeake Bay Trust. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.