

## **ABOUT BLACK BUSINESS INITIATIVE**

The Black Business Initiative was founded by the Government of Canada and the Province of Nova Scotia to address the unique needs confronting Nova Scotia's Black business community. Since then, the organization has grown as a catalyst for job creation, equitable participation, and advancing the economic prosperity across Canada. BBI supports Black entrepreneurs in Atlantic Canada every step of the way, from start-up and development to growth and expansion. The organization's goal is to help clients compete both nationally and internationally with the broader business landscape. The Supporting Black Canadian Communities Initiative (SBCCI) was created by the Federal government through Employment and Social Development Canada (ESDC) to help increase the capacity of grassroots not-for-profit organizations serving Black communities in Canada.

## **SCOPE OF WORK**

The Black Business Initiative (BBI), as part of its capacity building activities under the SBCCI, is launching the Black Community Grant Writing Project. This project aims to empower and assist Black-led nonprofit organizations by providing tailored support to enhance their capacity in grant and proposal writing. To achieve this, BBI is seeking services from individuals and organizations that can deliver comprehensive training in either English or French. The focus is on equipping Black-led and Black-serving nonprofits currently funded by the SBCCI with the necessary skills and knowledge to excel in grant writing and proposal development. The training sessions will be in person and virtual, with a maximum of thirty (30) participants per session. A total number of ten (10) training sessions will be conducted comprising six (6) in person sessions in English, two (2) virtual English sessions and two (2) virtual French sessions. The in-person training sessions will be held in the following geographical locations; Toronto, Ottawa, Halifax, Winnipeg, Edmonton, Surrey and Vancouver.

### **Training Services Required:**

#### **1. Grant Writing Training:**

- **Content Development:** Design training materials that cover the essentials of grant writing, including identifying funding sources, understanding grant guidelines, crafting compelling narratives, budget preparation, and grant submission procedures.
- **Workshops and Seminars:** Conduct interactive workshops and seminars that provide hands-on experience in writing and reviewing grant proposals.
- **Tailored Support:** Offer personalized assistance and feedback to participating organizations on their draft proposals during and after the training sessions.

#### **2. Proposal Development Training:**

- **Strategic Planning:** Teach the strategic aspects of proposal development, including needs assessment, goal setting, project planning, and outcome measurement.
- **Collaboration Techniques:** Highlight the importance of collaboration and partnerships in proposal development.
- **Advanced Proposal Writing:** Provide training on writing detailed project descriptions, developing logic models, and preparing comprehensive evaluation plans.

**Cultural Relevance:** Tailor the training to reflect the specific cultural and community contexts of Black-led nonprofits.

**Qualifications:**

- Proven experience in grant writing and proposal development.
- Expertise in conducting training sessions and workshops.
- Proficiency in English and/or French.
- Familiarity with the challenges and opportunities specific to Black-led nonprofit organizations.
- Excellent communication and interpersonal skills.

**Deliverables:**

- Development and delivery of training materials in the selected language (English or French).
- Execution of workshops and seminars tailored to the needs of the participants
- One-on-one support sessions for personalized guidance during the training sessions.
- Comprehensive reports on training outcomes and participant feedback.
- Share and provide funding and grant writing resources to all training participants.

Interested individuals and organizations are invited to submit their proposals, which should include the following:

- A detailed approach and methodology for delivering the training.
- Examples of previous relevant work and experience.
- Resumes of key personnel involved.
- A budget proposal outlining the costs associated with the training services.

Interested candidates should submit their proposals to Edgar Adda, SBCCI Project Lead, Black Business Initiative via [SBCCI@bbi.ns.ca](mailto:SBCCI@bbi.ns.ca) by July 14, 2024. Indicate which of the sessions you would want to be considered for when submitting your proposal. To ensure your proposals are considered for the sessions you are interested in, they should be submitted in the language of instruction for those sessions.

The Black Business Initiative is committed to fostering the growth and development of Black-led nonprofit organizations through this initiative, ensuring they have the tools and resources needed to secure funding and make a meaningful impact in their communities.