

## ABOUT US

The Metro Center serves as the conduit between metropolitan decision-makers and the knowledge base of Washington's research land-grant university to address critical issues facing our communities.

Metro Center staff provide management support for all projects including project scoping, assembling the project team, monitoring subcontracts and deliverables, and reporting.

By utilizing short-term, project based teams, the Metro Center is able to respond quickly to requests from metropolitan elected officials, decision makers, and non-profit leaders.

## CONTACT US



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Metropolitan Center for  
Applied Research & Extension

WASHINGTON STATE UNIVERSITY  
EXTENSION

**GRANT-MAKING &  
REQUEST FOR PROPOSAL  
DEVELOPMENT SERVICES**

[www.metrocenter.wsu.edu](http://www.metrocenter.wsu.edu)

# GRANT-MAKING & REQUEST FOR PROPOSAL DEVELOPMENT SERVICES



## DEVELOPING AN EFFECTIVE REQUEST FOR PROPOSAL

A successful grant making program begins with a well-crafted RFP that encourages applicants to directly address the needs and objectives of one's project. Clearly written proposals, aligned with one's organizational goals and objectives will streamline the review process – insuring funded projects to truly address the needs, goals, and objectives of an organization.

Crafting an RFP that is not carefully or thoughtfully written may lead to poor proposals that do not align with your goals and objectives – resulting in a waste of valuable time and an organization's resources.

In order to help organizations create effective RFP's, the Metro Center has created a variety of RFP trainings to fit your organization's needs.

## SERVICES

- Focused one-on-one RFP assistance with an experienced Metro Center professional. These services may include drafting the RFP for agency review or reviewing existing RFP(s) prior to release.
- Designing a quality pre-award process that fits your organizations resources along with any specific requirements associated with the RFP or funding source.
- General workshops provided in a classroom setting to learn the basic components of a quality RFP and tips on how to manage a pre-award process. This may be ideal for agencies who release funds with the expectation that recipients further distribute those funds to other collaborators.



## OUTCOMES

- Improve quality of responses to one's RFP
- Increase capacity to develop, manage, and handle the RFP process
- Gain insight on the respondent's perspective
- More opportunities and funded projects that address the needs, goals, and objectives of an organization

## WSU EXPERTISE

With nearly 50 years of combined experience in reviewing and responding to RFP's and developing high-quality proposals, the Metro Center is well positioned to contextualize their expertise to each organization's unique proposals.



## A DIFFERENT PERSPECTIVE

- The Metro Center's diverse team at WSU has the unique ability to assist organizations in their RFP writing process by offering a valuable perspective – the respondent's perspective.

## LEARN MORE

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