



Request for Proposal - Grant Writing Services

Bothwell Regional Health Center is seeking proposals from qualified and experienced grant writers or grant writing firms to assist with identifying, preparing, submitting, and managing grant opportunities that support the mission and programs of Bothwell Regional Health Center. The selected grant writer or firm will work closely with and report to the Director of the Bothwell Foundation.

Experience working with hospitals, healthcare systems, or healthcare foundations is strongly preferred.

Organization Overview

Bothwell Regional Health Center is an independent, city chartered, community-focused healthcare provider serving Pettis and Benton County as well as surrounding communities in west central Missouri. Through quality care, education, and community partnerships, Bothwell strives to improve the health and well-being of the region.

Grant funding will support a variety of initiatives including healthcare access, equipment, technical assistance to evaluate service lines, technology improvements, workforce development, and capital projects that benefit patients and the communities we serve.

Scope of Services

- Research and identify relevant grant opportunities from foundations, corporations, and government sources
- Evaluate alignment between grant opportunities and organizational priorities
- Prepare and submit high-quality grant proposals and supporting documentation
- Coordinate with hospital leadership and staff to gather required information
- Assist with grant budgets and required financial documentation
- Track grant deadlines and maintain organized grant documentation
- Provide recommendations for strengthening grant competitiveness

Priority Funding Areas

- Facility improvements and capital projects
- Medical equipment and technology
- Rural healthcare initiatives
- Technical assistance to evaluate service lines
- Community health and prevention programs
- Workforce development and healthcare education

Estimated Grant Volume & Funding Goals

Bothwell Regional Health Center anticipates pursuing multiple grant opportunities each year from federal, state, and private funding sources. Potential projects may include medical equipment purchases, facility improvements, community health initiatives, and workforce development programs.

The selected grant writer or firm will work collaboratively with hospital leadership to identify and prioritize grant opportunities that align with organizational strategic priorities.

Contract Type & Start Date

Bothwell Regional Health Center prefers to work with a grant writer or firm under a retainer-based agreement that allows for ongoing identification, development, and submission of grant opportunities throughout the year. Proposals may also include alternative pricing models such as hourly or project-based structures for consideration.

The anticipated start date for services is April/May 2026.

Qualifications

- Proven experience writing and securing grants, preferably in rural healthcare sector
- Experience working with hospitals, healthcare systems, or healthcare foundations strongly preferred
- Knowledge of federal, state, and private grant processes
- Familiarity with healthcare grant programs and rural health funding initiatives
- Strong writing, research, and project management skills
- Ability to collaborate with Bothwell leadership and staff
- Grant writing certification through a recognized grant professional association preferred, but not required

Proposal Requirements

Proposals should include the following information:

1. Organization or Consultant Overview – Background, qualifications, and description of services offered
2. Relevant Experience – Examples of past grants written or managed and funding sources worked with
3. Approach and Methodology – Description of how opportunities are identified and proposals developed
4. Fee Structure – Include retainer pricing if available, along with any hourly or project-based rates
5. References – At least two professional references from organizations you have worked with

Submission Instructions

Proposals must be submitted by March 31, 2026.

Email complete proposals to: LThiel@brhc.org

Selection Process

Proposals will be reviewed based on experience, approach, cost, and demonstrated ability to secure grant funding. Preference may be given to applicants with experience supporting rural hospitals or healthcare foundations. Bothwell Regional Health Center reserves the right to request additional information or conduct interviews with selected applicants.

Timeline

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). In the event that Bothwell Regional Health Center finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Date	Event
March 17, 2026	RFP Issued
March 31, 2026	Proposal Submission Deadline
Early April 2026	Review of Proposals
Early to Mid-April 2026	Interviews (if applicable)
Mid-April 2026	Selection & Notification
April 2026	Anticipated Start Date

Questions

For questions regarding this Request for Proposal, contact:

Lauren Thiel-Payne
Bothwell Foundation Director
Phone: 660-829-7786
Email: LThiel@brhc.org