

Scope of Work: Grantee Summary Writer

Project Overview

The Native American Agriculture Fund (NAAF) is seeking a qualified writer to develop written summaries of funded grantee projects from calendar years 2019, 2020, and 2021 for inclusion in a published NAAF book. These summaries will highlight grantee work, impact, and outcomes in a consistent, professional narrative format.

Deliverables

The writer will produce approximately **300 written summaries**, one per grantee award, each approximately **one page in length** (estimated 400–600 words per summary).

Each summary shall include:

- Overview of the grantee organization or producer
- Description of the funded project
- Key activities and outcomes
- Impact on Native agriculture and/or the community
- Notable achievements or lessons learned

Source Materials

NAAF will provide:

- Original grant applications
- Final or interim reports (when available)
- Award amounts and funding year
- Any existing internal notes or documentation

The writer is responsible for:

- Reviewing provided materials
- Synthesizing technical or administrative content into clear, accessible narrative summaries
- Requesting clarification from NAAF staff as needed

Tone and Style

Summaries should be:

- Professional and publication-ready

- Written in plain language for a general audience
- Respectful of Tribal and Indigenous communities
- Consistent in tone and structure across all summaries

Formatting & Structure

NAAF will provide:

- A summary template or outline
- Word count guidelines
- Formatting requirements

The writer will:

- Adhere to the template
- Submit work in editable format (Microsoft Word or Google Docs)
- Incorporate NAAF edits and revisions

Project Schedule

- Work will be completed in batches by funding year (2019, 2020, 2021)
- Anticipated total project timeline: a minimum of 100 summaries/ 3 months
- Writer will meet mutually agreed-upon milestone deadlines

Rights & Ownership

All written summaries produced under this contract will be the sole property of the Native American Agriculture Fund (NAAF) and may be used in print, digital, and promotional materials. NAAF reserves the right to terminate this agreement at any time if the work performed does not meet the quality standards or expectations outlined in this contract.

Confidentiality

The writer shall maintain confidentiality of all non-public grant materials and internal documents.

Qualifications

Preferred qualifications:

- Experience in grant writing, nonprofit reporting, or technical writing
- Familiarity with Tribal Nations or Native agriculture preferred

- Ability to synthesize complex information into narrative form
- Strong editing and proofreading skills