

Town of Windsor

Memorandum

August 8, 2017

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Grant Writer

The Mayor and I met with Mrs. Desiree Urquhart on July 10th to discuss the possibility of her helping the Town with the pursuit of grants and other funding for the Town Center and other projects.

I have attached her bio to this memorandum for your review.

There are two ways to engage her services. First is to pay her upfront for 40 hours of work at a rate of \$75 per hour. This comes out to \$3,000. This is her preferred method as she would know that she had authorization to work 40 hours as soon as we engaged her services. She would provide us with a detailed report of how her time was spent and what grants she was working on/had applied for. The other way to engage her services is to have her bill us as on a periodic basis for the hours that she had worked. This would again be at the \$75 per hour.

Mrs. Urquhart indicated that most of the corporate grant application windows close in the September/October time frame, so she would need to begin work soon to complete them in time for us to be considered in the upcoming funding rounds.

The Mayor and I also discussed the possibility of her working to secure funding for other projects after the Town Center project was well under way.

This is for Council's discussion and direction.

Desiree P. Urquhart

Desiree P. Urquhart is a writer, lobbyist, cultural arts developer and fundraising consultant. Her career spans over 30 years as a technical writer and proposal coordinator for several Fortune 500 engineering design firms in Washington, DC, Baltimore, Maryland and New York before gradually transitioning into arts administration and arts education. Currently, she is Grants Coordinator at Paul D. Camp Community College in Franklin, VA where she has raised over \$2.8MM for the college since joining in March 2016.

In 1999, she began her 13-year relationship with Arena Stage, the preeminent regional theater in Washington, DC. There she served in numerous capacities including as Director of the Allen Lee Hughes Fellowship Program, Director of Community Engagement, Director of Corporate Development, Director of Government and Community Relations and as Associate Executive Director. During that time, she was instrumental in the selection of Bing Thom Architects as the designer of record for the new 200,000sf Mead Center for American Theater complex and as the theater's lobbyist, successfully raised over \$35 million from the public sector for the theater's \$150 million capital campaign, including \$300,000 in direct Congressional earmarks.

In 2005, Desiree left Arena for a brief assignment as Vice President of Arts Education at the New Jersey Performing Arts Center in Newark where she oversaw 27 arts education programs in music, dance and theater and managed a \$3.5 million budget. While at NJPAC, she planned, organized and hosted with her staff the first national conference on Arts and Aging in partnership with the National Center for Creative Aging, AARP, the Healthcare Foundation of New Jersey, and the Center on Aging, Health & Humanities at The George Washington University. As a result of the conference's overwhelming success, Desiree served as a project partner on the development and publication of the 2007 resource guide, "Creativity Matters: The Arts and Aging Toolkit."

After two years, Arena Stage recruited her back to Washington where she was requested to continue her lobbying efforts and service as the theater's liaison to the Southwest waterfront community. Within 18 months, she successfully secured a \$10 million loan from the District of Columbia Government through a revenue bond financing agreement. She also served as the theater's lead representative to secure agency approvals for the theater's move back into its renovated and expanded facility.

In 2013, Desiree launched her own consultancy to provide fundraising, lobbying, intellectual property brokering, writing and editing services. Clients have included cultural arts organizations, educational institutions, travel planners, and professional services firms.

Desiree is a Phi Beta Kappa, Magna Cum Laude graduate of Wellesley College (Davis Scholar Class of 1999) and a National Urban Fellow (Baruch College Class of 2001). Her volunteer and community service experience includes: Board Member (Wellesley College Alumnae Association, 2014 - 2018); Planning Commissioner/Vice Chair (Town of Colonial Beach, VA, 2008 - 2013); Program Chair (AARP Chapter #5309, 2013 - 2016); Fundraising Chair (U.S. Friends of Teboho Trust, 2010 - 2012); and Contributing Writer (Windsor Weekly Newspaper and the Western Tidewater Magazine since April 2015).