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Grants Detective Resources

Who Gives Grants?

- GrantWatch https://www.grantwatch.com/ (Subscription)
- Company and organization websites – "Community Relations"
- The Grantsmanship Center Top Giving Foundations in Indiana https://www.tgci.com/funding-sources/IN/top
- Grants.gov Federal Grant Database https://www.grants.gov/
- State website – Agency Name – Search "Grants"
- Steuben County Community Foundation http://steubenfoundation.org/grants/4583314088
- DeKalb County Community Foundation https://dekalbccf.org/receive/grant-programs/
- LaGrange County Community Foundation http://www.lccf.net/grants
- Community Foundation of Noble County https://cfnoble.org/grant/
- **First stop on all websites- "What we fund", "Our priorities", "Eligible Organizations"**
- Candid 990 Finder https://candid.org/research-and-verify-nonprofits/990-finder
- Sample prospect worksheet https://grantspace.org/wp-content/uploads/2018/05/prospect_worksheets_funders.pdf

Preparing for your Grant Search

1. Begin creating your Organizational Binder
2. Clearly define your project
    a. State organizational mission
    b. Specific need or problem (with data)
    c. Specific solution or approach (with projected outcomes)
    d. Necessary staffing and resources
    e. Possible partners
    f. Projected costs
    g. How you will measure results
3. Share your project description with colleagues for feedback and refinement
4. Brainstorm keywords from MISSION, NEED and PROJECT DESCRIPTION– these will be used to assess fit with funder priorities
5. Begin searching grant sources

Grant Source 1 – Use your detective skills from slides 22 & 30

1. **Investigate a possible matching funder using the links to various search engines and databases. Look up the funder's website and their 990 on Candid.**
    a. Look at what they fund (priority areas) – if your project fits, it's still a match.
    b. Look at where they fund (geographic location) – if it's where you are located, it's still a match.
    c. Look at the size of grants they've awarded – if the amount you need is near the middle of the amount funded to others, it's still a match.
    d. Look at past recipients and what they've gotten funding for. If some are "like you", it's still a match.
    e. Now it's time to learn more about the Grantmaker

2. **Learn about the Grantmaker**
    a. Click on Contact in the left menu bar.
    b. Click on the Grantmaker's URL
    c. On the Grantmaker's website, click on "Grants", "Grantmaking" "Grant Guidelines"
    d. Read the Guidelines, particularly the following. If your project fits, it's still a match.
        i. Our Focus
        ii. What We Fund
        iii. Our Priority Areas
        iv. Our Initiatives
    e. Find "How to Apply" or "Grant Seekers" to find out the application process
        i. Does the Grantmaker require a "prescreening questionnaire"? Do it to find out if you're still a match. If yes, continue.
        ii. Does the Grantmaker requires a Letter of Intent? Write one, and they'll tell you whether it's a match. OR, call the Grantmaker and describe your project over the phone. They may tell you then whether or not to pursue the grant.
        iii. Does the Grantmaker accept unsolicited applications? If yes, read through the application. Can you complete all of it? It's still a match.
        iv. What supplementary material is required? Do you have all of that available, or can you get it pulled together before the deadline?
        v. If it's still a match, you've found a PROSPECT!

3. **Create a Prospect Worksheet to analyze the prospect**
    a. Download the Prospect Worksheet from https://grantspace.org/wp-content/uploads/2018/05/prospect_worksheets_funders.pdf
    b. Fill in as much as you can. You can get most of this information from Foundation Directory Online, the Grantmaker's Website, and you can download the 990 PF from Guidestar.com
    c. Be sure to note information about the review process (when decisions are made) so you can manage cash flow accordingly. Expect that you'll receive an award least 30

days after it's supposed to be approved. (Federal grants are sometimes several months late).

d. Note things you learned during your search
    i. Other grantees with projects like yours (you may want to contact them)
    ii. Unique requirements for the application
    iii. Important things you should include in the application narrative
    iv. Possible relationships your organization has with the grantmaker

4. Get approval from your ED/Board to prepare the proposal

a. Share your findings from the Prospect Worksheet with ED, staff and Board
b. Make sure it fits in with your fundraising strategy
c. Make sure your organization doesn't already have a proposal pending with that grantmaker
d. See if anyone in the organization has a relationship with, or information about the funder
e. Add this information to the Notes on the Prospect Worksheet

5. Prepare the proposal and have it reviewed

a. Complete the proposal at least week before it's due
b. Register on the online submission portal (if required) at least a week before it's due
c. Gather all required supplementary materials
d. Have at least 2 colleagues read over the proposal package and use any provided checklists to ensure it is complete.
e. Get the Board President or ED's signature 3 days before it's due
f. Make a paper or scanned copy of the entire proposal for your file
g. Submit the proposal at least 24 hours before it's due (in case the online portal breaks down).
h. Record the day and time you submitted it on the Prospect Worksheet, print a copy of the "receipt" email and attach it to the prospect worksheet.
i. Calendar the date that decisions should be made, and follow up with the grantmaker if you haven't heard anything from them by that date

6. Celebrate if you receive the grant, then immediately write a thank you letter, send it, and note thank you letter sent and grant award date on the Prospect Worksheet.

7. Take a deep breath if you didn't receive the grant

a. Read any feedback received or call the funder to ask for feedback.
b. Note any lessons learned on the Prospect Worksheet
c. Calendar the next grant cycle if you want to try another proposal –OR-
d. Move on to the next grantmaker if this one wasn't right for your organization.

Grant Source 2 – Corporate, Community or Private Foundation Website

1. Go to the grantmaker's website (Walmart.org)
2. Click on "Local Grants", "Community Grants" "Community Giving"
3. Review "Local Giving Guidelines"
4. Check the grant cycle dates and review eligibility checklist (the earlier you apply, the more likely it is there will be funding available)
5. Meet with the local facility manager and talk about your project to gauge interest/likelihood of funding
6. Complete the Community Grant Program Eligibility Questionnaire
7. Complete the Community Grant Application and record the date you submitted it. Community grants are only in the system for 90 days. Revise and resubmit if you were not awarded the grant. You may want to discuss the proposal again with the manager before applying.
8. Grant award decisions are sent by mail to your address.

NOTE: Every corporate and private foundation has a different process. Read EVERY bit of information on every part of the Grants section of the website before applying, to be sure you can fulfill all of the requirements of the grant.

Also see Steuben County Community Foundation Grant Web Pages

1. ***Guidelines***
2. ***FAQ's***
3. ***How to Apply***
4. ***COVID 19***

Grant Source 3 – Federal Grants

1. Go to Grants.gov https://www.grants.gov/
2. Click on the Search Grants tab
3. Choose Opportunity Status: Posted
4. Choose Funding Instrument Type: Grant
5. Chose Eligibility that matches your criteria
6. Choose Category(ies) that match your project and organization type
7. Choose Agency(ies) that generally serve your service area
8. Sort by Close Date (when grant is due)
9. Read through Opportunity Title to find funding opportunities that may align with your project.
10. Click on the Opportunity Number to read the Grant Notice
11. Read the Description – this will tell you whether or not the grant is a fit.
12. Most federal grants are VERY specific. Listen to your colleagues in other organizations – if they are awarded a federal grant, ask them to tell you the Grant Title (they're very competitive, so some agencies won't tell you)
13. If you find an Opportunity that seems to be a fit, click the Related Documents Tab.
14. Open and read the Full Announcement. It is long, arduous, and full of details about eligibility, application, and reporting requirements. If it sounds like a fit after the first read-through, print it out and read it again, highlighting every requirement for the Application.
15. If you believe you can fulfill all of the application requirements, fill out a Prospect Worksheet and propose the application to your ED/Board, with the caveat that federal grants require a tremendous amount of data collection and reporting (generally a ¼ to ½ time staff member)
16. If the Board approves applying for the grant, follow the instructions step-by-step.
17. Prepare the proposal and have it reviewed
    a. Complete the proposal at least week before it's due
    b. Register on the online submission portal (if required) at least a week before it's due
    c. Gather all required supplementary materials
    d. Have at least 2 colleagues read over the proposal package and use any provided checklists to ensure it is complete.
    e. Get the Board President or ED's signature 3 days before it's due
    f. Make a paper or scanned copy of the entire proposal for your file
    g. Submit the proposal at least 24 hours before it's due (in case the online portal breaks down).
    h. Record the day and time you submitted it on the Prospect Worksheet, print a copy of the "receipt" email and attach it to the prospect worksheet.
    i. Calendar the date that decisions should be made, and follow up with the grantmaker if you haven't heard anything from them by that date
18. Celebrate if you receive the grant, then immediately write a thank you letter, send it, and note thank you letter sent and grant award date on the Prospect Worksheet.

19. Take a deep breath if you didn't receive the grant
    a. Read any feedback received or call the funder to ask for feedback.
    b. Note any lessons learned on the Prospect Worksheet
    c. Calendar the next grant cycle if you want to try another proposal –OR-
    d. Move on to the next grantmaker if this one wasn't right for your organization.

NOTE: When you find an Federal Grant Opportunity that you feel is a fit, go back to the Grants.gov main page and click on the "Learn Grants" tab. Before beginning the application, it is very helpful to go though AT LEAST the Grants 101 sections of the Learn Grants modules. Federal Grants use very specific terminology, acronyms, and forms. This section will help you understand what the application is asking for.

More Grant Proposal Resources

What is the project going to cost?

- Introduction to Project Budgets - Grantspace (free online training) https://grantspace.org/training/courses/introduction-to-project-budgets
- Creating a Sound Proposal Budget - Grantspace ($45 online training) https://grantspace.org/training/courses/creating-a-sound-proposal-budget/
- Budget Examples - Grantspace https://grantspace.org/resources/knowledge-base/budget-examples/
- How to Prepare a Proposal Budget for a Nonprofit https://www.thebalancesmb.com/the-basics-of-preparing-a-budget-for-a-grant-proposal-2501952

How do we put it all together?

- **Udemy – Excellent comprehensive grant writing course – Grant Writing for Nonprofits and Freelance Writers https://www.udemy.com/course/grant-writing-for-nonprofits-and-freelance-writers/ ($12.99 with coupon)**
- GrantSpace
    - Introduction to Finding Grants (Free) https://grantspace.org/training/courses/introduction-to-finding-grants/
    - Introduction to Proposal Writing (Free) https://grantspace.org/training/courses/introduction-to-proposal-writing/
    - Online Proposal Writing Course ($225) https://grantspace.org/training/courses/foundation-centers-online-proposal-writing-course/
- Applying for Grants – KU Community Tool Box https://ctb.ku.edu/en/applying-for-grants
- Sample Grant Proposals https://grantspace.org/resources/sample-documents/