

Grant Writing 101: Art and Effort

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Key Terms and Concepts

- Grant
- Foundation
- Program officer
- Non-profit organization – 501(c)(3)
- RFP – request for proposals
- LOI – letter of inquiry/intent
- Proposal

Grantseeking Steps

- Research foundation
- Develop project concept
- Establish contact if possible
- Write and submit proposal
- Follow up

Research

- Website
- Foundation Directory Online Quick Start
- Foundation Directory Online (subscription or library)
- 990-PF (FDO or GuideStar)

990-PF Exercise

- Page one: amount of total contributions?
- Page ten: how to approach the foundation?
- Pages 16-18 and website:

If you are seeking funds for an innovative project to engage unaffiliated young adults:

Is this foundation a good bet? Why?

How much would you ask for? Why?

Proposal Outline

- Executive Summary
- Project Narrative
- Budget/Budget Narrative
- Attachments

Proposal Narrative

- Opening/request
- Need/opportunity
- Goals/objectives
- Project plan (steps, timeline, staffing)
- Evaluation
- Sustainability
- Organizational capacity
- Conclusion

Attachments

- Tax determination letter
- Organizational budget (current year)
- Budget and actuals (past 2-3 years)
- Audited financial statements (past 2-3 years)
- Board list and affiliations
- Brief staff bios