FOUNDATION GRANT WRITING

Date: 4/10   (1 HOUR)

OBJECTIVES: After working through this lesson, participants will be able to:
1. Identify and develop relationships with foundations that are passionate about the same thing as we are.
2. Write Grants that are based on Transformational Giving approach.

OVERVIEW FOR TRAINERS: This Lesson is found in the Approach to Finding Funds Series.

METHOD	TIME	KNOWLEDGE

Role Play:
1st   We really need money for our ministry. I'd like to go to a foundation to get a large amount. Do you know where to go?

2nd   No I don't have any idea. Besides we have been taught to build relationship with people who provide money and help them fulfill their vision, how do you do that with a foundation?

1st   I have no idea. Foundations are organizations not people.

2nd   I wonder how Transformational Giving works with them, if it does at all?

1st   Who knows?

2nd   Not me.

----SHOWD questions----
S = What do you **S**ee?
H = What is **H**appening?

I.   Foundations and Transformational Giving
   A.   What Key Points must be remembered when working with foundations when following Transformational Giving approach

I.   Foundations and Transformational Giving
   A.   Key Points With Foundations and Transformational Giving

      1.   Foundations can become champs for us therefore treat them as champs
      2.   Foundations have a passion for certain causes, find those who are similar to our cause
      3.   Key is finding foundations aligned with our cause
      4.   People are people wanting to do great things
      5.   Develop relationships with people in foundations the same way as with independent people
      6.   Take foundations through the PEO process

METHOD	TIME	KNOWLEDGE

B. How Do We Find the Right Foundations that holds a similar passion to our cause

B. Finding Foundations With a Similar Cause Passion

1. Ask people you know, who they know, who funds development or spiritual projects
2. Talk to other organizations
3. What other organizations have a like minded foundation foundations
4. Web, Google search
5. University thesis
6. Research in Libraries
7. When an article appears about our passion check to see if any funding agency is noted.
8. Find similar, existing projects and find out who funds them.
9. Network, network, network
10. Non-Governmental Agencies
11. Missionaries

II. Foundation Directory
 A. What is The Foundation Directory
  Give knowledge

II. Foundation Directory
 A. What The Foundation Directory Is: A directory that lists descriptions on foundations throughout North America that can be searched by many different characteristics.

 B. Where Find Foundation Dir.

 B. Where to Find Foundation Directory
  1. Buy the service $18 to $180/mo.
  2. Many local libraries have book in reference section
  3. A few large libraries have on-line search version.

 C. What kind of Information can you find in the Foundation Directory?
  Give out Sample Page from Foundation Directory to answer

 C. Kind of Information Found in Foundation Directory

  1. Types of non-profits they fund
  2. Types of projects and programs they fund
  3. Geography they serve
  4. Who they have funded with copy of the proposal
  5. Their passion
  6. Whether they receive letter of inquiry
  7. Funding cycles
  8. Key staff who direct proposals
  9. Web site so can get more information
  10. Is their interest in people or infra-structure
  11. Will they fund spiritual ministry

METHOD	TIME	KNOWLEDGE

<table>
<tr><td></td><td></td><td>12. What % of a project's budget will they fund
13. Will they fund start up organizations or must they have a track record of how many years</td></tr>
</table>

III. Now What, Now That You Know Who Potential Foundations Might Be
    A. How To Establish And Build A Relationship With A Foundation

III. <u>Now What, Now That You Know Who Potential Foundations Might Be</u>
    A. How To Establish And Build A Relationship With A Foundation
        1. Find out all you can about the foundation through web sites, people who know them etc.
        2. Follow their requirements fully
        3. Send letter of inquiry if they accept them
        4. Invite foundation to hear a speaker on your joint passion
        5. Send them an article or link that might interest them
        6. Meet key people at the foundation. Good if someone they know introduces you
        7. Thank them for the impact they are having

    B. What should we Know and Put in Writing a Letter of Inquiry (LOI)

    B. Writing a Letter of Inquiry (LOI) or Executive Summary
        1. Follow their requirements if, they have any
        2. Only send LOI to those who accept them
        3. Keep to 2 pages or LESS
        4. Address to a person
        5. Short Description of organization
        6. Statement of problem
        7. Project Overview
        8. Expected Impact with time frame
        9. Amount of funds needed

IV. Project Proposal
    A. Format for Proposal
        Give Handout
        Briefly discuss

IV. <u>Project Proposal</u>
    A. Format for Proposal
        1. Introduction Organization Description
        2. Need for the Project
        3. State Aims and Objectives
        4. Details of Program
        5. People Involved
        6. Project Evaluation
        7. Cost of Project
        8. Appendixes

    B. What Should be Remembered Before we Begin Writing

    B. What to Remember Before Writing a Proposal
        1. Honor foundation by submitting the proposal properly. Follow Directions

METHOD	TIME	KNOWLEDGE

		2. Understand funding criteria and guidelines
		3. Address to specific person
		4. Answer questions exactly as asked
		5. Give details about your geographic area
		6. Don't assume they know you
		7. Have third party edit it before it is sent
		8. Explain how you are cutting edge
		9. More is NOT always better
C. 12 Rules in Writing a Good Proposal What should we know about Writing a Good Proposal		C. Rules in Writing a good Proposal
		1. Create Outline before you write
		2. Write as you speak with simple words
		3. Double and triple think your choice of words
		4. Don't exaggerate
		5. Use a grammar book, dictionary and thesaurus
		6. Stick to active voice
		7. Stick to the facts do not include judgment statements or controversial ideas
		8. Limit the use of adjectives
		9. Leave out I, we and our
		10 Don't use abbreviations and acronyms
		11 State the obvious; don't assume the grant maker knows all.
D. Sample Proposal Give our Sample Proposal and Briefly Discuss		D. Sample Proposal See Sample
E. What Should be Done to Follow-up to Submitting a Proposal		E. Follow-up to a Proposal Submission
		1. Call and write to say thanks
		2. Pray for a positive decision
		3. Reconfirm follow up appointment
		4. Visit at appointed time.
		5. Clarify any reporting details
		6. Send progress reports whether they fund or not

ATTITUDE:

SKILL: Participants will be able to find like minded Foundations and be able to write proposal to them

EVALUATION: Are the participants able to obtain funding from foundations

MATERIALS: -Newsprint, markers, masking tape
- Handouts Sample Page Foundation Directory
Format for a Proposal
Sample Proposal

Format for a Proposal

A. INTRODUCTION
Describe the problems and needs to produce justification for what is being proposed.

B. IDENTIFY PROJECT
1. Name of project
2. Geographical Area covered
3. Person in charge
4. Who owns the project, whom does it belong?

C. STATE AIMS AND OBJECTIVES
1. Describe clearly what the project desires to achieve.
2. How do you expect to solve the problems described in the introduction?
3. List specific long term objectives (3 to 5 years)
4. List specific short term objectives needed to reach the long term objectives (6 to 12 months)

D. DETAILS OF PROGRAM
1. Population and size of target area
2. How many families or people will benefit from the project?
3. List the activities that will be done to accomplish the stated objectives.
4. Length of project in months.
5. How the project will be controlled.
6. How the project will be monitored and evaluated.

E. PEOPLE INVOLVED
1. Provide the names, qualifications and experience of the leaders of the project.
2. Is special training required for the people prior or during the project?

F. PROJECT EVALUATION
1. How measure goals and objectives.
2. Review project performance monthly, quarterly
3. How include staff inputs and participants feedback
.

G. COST OF PROJECT
1. Show what has already been spent.
2. Prepare a detailed budget for the project by quarter and for the total year for the years of the project for which funding is being requested.
3. Detail what the local contribution is expected to be.
4. Detail what amounts of money will be required by quarter.
5. Explain how long you will require financial help.
6. Explain when the project will become self-funded.