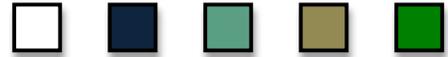


Grants Resource

Grant Management Services

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Initial Consultation Questionnaire

1. What are you seeking to fund?

Grants to support specific programs or projects are the most commonly available. Grants to fund overall administrative expenses are rare. Each program or project should have its own budget within the organization's general budget.

2. What is your organization's IRS nonprofit classification (501 (c) ??)?

Many grantors will only support 501(c) 3 class nonprofits. Grants are available to organizations with other classifications, but they are more challenging to find.

3. How is your organization currently funded?

Showing a diverse funding base shows that your organization is well run and enjoys broad community support.

4. How do your programs improve people's lives?

Careful attention should be given for how to articulate this answer as completely as possible. It should be understandable to people who do not live in your community or are unfamiliar with your cause. Your answer to this question can be the most compelling component of your case for support.

5. What community needs do your programs address?

Even if your organization focuses on serving a discreet population demonstrating how serving that group benefits the community at-large makes a stronger case for support. This is particularly true when applying to community foundations.

6. Do you publish an Annual Report? Do you publish audited financial statements?

Annual publication of these two types of reports, and having them available to the general public, are considered by grantors to be the principal indicators of professionalism, accountability, and transparency. They are often required as accompaniments to grant proposals as supplemental materials. Grants are sometimes awarded to organizations that do not publish these, but in a competitive environment preference will be given to those who do.

7. Do you have other financial partners for the program or project you want to fund?

Grantors want to know that they are not the only source of funding for your project or program and your proposal is stronger when you share the identity of your other institutional partners. Individual donors need not be itemized or identified by name. Major gifts, in this context, can be treated similarly to institutional support to strengthen your

application. Major Donor names should only be revealed with their permission. Matching funds are often a condition for approval of a proposal.

8. Do you have existing relationships with any foundations?

Foundation awards are often strongly influenced by interpersonal relationships and we encourage the development of those contacts to the extent prudently possible. In the event that a proposal is being made to a foundation that is a new contact it can be helpful to cite those foundations with whom your organization does have substantive support to show that this new potential partner is not the first to “wade in to your pool”.