

# Grant Seeking Steps

## PLAN

- Identify which needs are you trying to fund.
- Determine what type of funding should you seek.
- Research your organization's recent history of grants (last 3-5 years) including those that received and denied funding.
- Identify funds that have already been secured for this need (list sources).
- Determine when the funding is needed.
- Identify roles (who will do the work at each step) and determine what is a feasible time period to be able to complete all the steps.

*\* relates to Activity 4-08-B*

## RESEARCH

- Find foundations and agencies that make grants in your area.
- List grantmakers whose mission and interests align with yours.
- Review limitations or conditions that would eliminate your project.
- Determine if your organization has any connections with each grantmaker.
- Verify grantmakers offer support for your funding needs. (Call or email if contact name available.)
- Determine how much funding is appropriate to request from each source.
- Make sure there is time to complete all the steps required.

*\* relates to Activity 4-08-C*

## INQUIRE

- Draft Letters of Inquiry for grantmakers who require them as the first step.
  - Follow the standard outline and address any details requested by the grantmaker.
- Have a colleague proofread the letter, and correct all spelling/grammar errors.
- Submit the letter before the deadline.
- Keep track of when you sent the letter, and when you should hear back.
- **Do not pester the funder.**

*\* relates to Activity 4-09-B*

## APPLY

- Carefully and fully read all instructions for each grant opportunity.
- Develop a full proposal for grantmakers who require them as the first step, or for grantmakers who have extended an invitation to apply.
- Use the format, form, or outline provided by the grantmaker, or use a standard outline if none is provided by the grantmaker.
- Be specific and address all requirements outlined in the instructions.
- Submit the proposal well before the deadline.
- Keep track of when you submitted the proposal, and when you should hear back.
- **Do not pester the funder.**