

Steps to Successful Grant Seeking and Writing

1. **Research foundations:**
 - a. Oral research. Talk with others in the community; ask your current donors/foundation supporters.
 - b. Web/paper research. Visit the Foundation Center, a local Community Foundation, annual reports of other organizations, etc.

2. **When possible seek a phone call or meeting with foundation staff** (use referrals when possible). Understand the foundation before you make your pitch.

3. **Develop your project and approach** based on the match of your capacity/plans and the foundation's interests.

4. **Read the foundation's guidelines and application requirements**, and follow them exactly. The guidelines for many foundations include:
 - a. Contact the foundation or send a letter of intent (who you are, what you propose to do, what you are asking for, follow-up)
 - b. Target the population or geographic area (Who will you serve?)
 - c. Establish the need (include data and sources if possible)
 - d. Identify goals and measurable objectives (some foundations now requires outputs and outcomes) and timeline
 - e. Develop a budget
 - f. Create an evaluation plan (outline how you will assess success towards meeting goals)

5. **Ask someone to give you feedback** on the proposal based on the foundation's guidelines.

