



# Grantsline

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## In This Issue

- 2007 New Year's Resolution - Organize Effective Grant Resource Files
- IBM Corporate Community Relations
- Dollar General Literacy Foundation
- Federal Express Community Grants
- William Randolph Hearst Foundation
- Snee-Reinhardt Foundation
- TechSoup

## 2007 New Year's Resolution- Organize Effective Grant Resource Files

Everyone who writes grants has faced a grant deadline and found themselves without a critical piece of information. Prepare for the new year by building grant resource files organized in folders, binders or even electronically. Each agency has different needs, but this list should move you in the right direction.

### Financial

- Articles of Incorporation with amendments or bylaws
- Copies of the past three years 990's
- IRS letter verifying 501(C)(3) status
- Recent audits
- Current annual budget
- Accounting process and procedures
- List of current funding sources

### Personnel

- Current list of Board members with short bios
- Board minutes for the past 12 months
- Organizational chart
- Key staff with current resumes
- Employee job descriptions

### Agency

- Description and brief history of the agency
- Agency mission, goals, objectives and activities
- Certifications and licenses
- Awards and recognition
- Testimonials from clients
- Press coverage
- Evaluation tools

### Data

- Strategic plan and/or needs assessment
- Statistical and census data for geographic area
- Data specific to your target population
- Data to support need for programs/identify gaps
- Contact information for potential evaluators

### Community

- Contact info for partner agencies
- Template for letters of support

## Great Web Sites:

### Tutorial - Writers of Federal Applications

<http://www.theresearchassistant.com/tutorial/index.asp>

### Guidebook on Crafting a Grant Proposal

<http://eweb.slu.edu/papers2/grant01v32e.pdf>

### Writing a Letter of Inquiry

<http://www.grantproposal.com/inquiry.html>

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## IBM Corporate Community Relations

IBM reviews unsolicited proposals on an ongoing basis. Non-profit organizations and educational institutions should submit a letter no longer than two pages. The letter should include:

- Brief statement describing the organization's mission, amount of the request and the purpose of the contribution
- Description of problem to be addressed and the role IBM technology will play in the solution
- Project budget with all other forms of income
- Evaluation plans

Letters of inquiry should be sent to the Local Community Relations Manager. Maryland is part of the southern region and the address is:

IBM Corporation  
Corporate Community Relations and Public Affairs  
4111 Northside Parkway NW - L09F21  
Atlanta GA, 30327

**Deadline: Rolling**

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## Dollar General Literacy Foundation

Since 1993, the Dollar General Foundation has focused its resources on adult literacy. In 2006, the foundation awarded \$2.3 million to 243 organizations throughout the country. Applicants must be located within a Dollar General Store market area (in Carroll County there are locations in Hampstead and Sykesville). Applicants must be non-profit organizations that are committed to increasing the functional literacy of adults or families and must provide direct literacy services. Providers must focus on at least one of these areas:

- Adults Basic Education
- GED Preparation
- ESOL
- Family Literacy
- Workforce Literacy

**Deadlines: March 5, 2007**

For more information and the RFP go to:

<http://www.dollargeneral.com/community/dgliteracy.aspx>

## Recent Awards:

Urban Areas  
Security Initiative  
Department of Public  
Safety

Federal Title III  
Aging Grants  
Bureau of Aging

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## Federal Express Community Grants

The FedEx Community Relations Program supports the communities it serves through financial contributions. FedEx is especially interested in supporting organizations that request less than 5% of a project's budget or that request seed money for projects that have other sources of funding. Organizations must apply on line and must be prepared to submit the following information

- Brief description of organization, including goals and population served
- Overview of the proposed use of FedEx assistance
- Explanation of why assistance is needed
- Description of the area and population served by this particular project
- Detailed information on your organization's anticipated sources of revenue and expenses
- Detailed information on how you will measure the project's success
- Detailed timeline

### **Deadline: Rolling**

For more information go to:

<http://www.fedex.com/us/about/responsibility/community/guidelines.html#3>

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## William Randolph Hearst Foundation

The William Randolph Hearst Foundation funds agencies that provide opportunities to underserved and underrepresented populations. The Foundation funds four specific areas including education, health, social service and culture. Specific guidelines for each priority area can be found on the web site. Private sector organizations are favored as opposed to those financed through taxation. Organizations serving the broader community are favored over neighborhood or grassroots organizations. The Foundation will not fund start-up projects, capital projects or multi-year projects.

The Foundation prefers that applicants submit a one-page executive summary accompanied by a five-page proposal including narrative and attachments. The requirements are fully described on their web site.

<http://www.hearstfdn.org/index.html>

### **Deadlines: Rolling**

## Contact Us

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410-848-0003 fax

1-888-302-8978

Web Page

<http://ccgovernments.carr.org/ccg/grants/default.asp>

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## Snee-Reinhardt Foundation

The Snee-Reinhardt Foundation is interested in supporting organizations who strive to improve social conditions throughout their communities. In 2005, the foundation gave other \$1,000,000 to 59 organizations in Pennsylvania, West Virginia and northern Maryland. Grants are generally for equipment or program development and requests over \$50,000 are rarely considered. Proposals should clearly communicate the project parameters including who will be served, the expected results and the funding required. For more information, including a list of projects funded in 2005 go to:

<http://www.snee-reinhardt.org/index.html>

**Deadline: April 15, 2007**

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## TechSoup

TechSoup provides a range of technology services for nonprofits, including news and articles, discussion forums, and most importantly discounted and donated technology products. Non-profits in Carroll County have used this organization successfully to obtain software at deeply discounted prices. The TechSoup website is easy to navigate and is divided into four main areas:

**Learning Center** - this area offers a wide range of articles on all types of technology questions

**Community Discussion Forums** - find out how non-profits throughout the country handle their technology challenges

**Products** - TechSoup offers deeply discounted software through partner organizations such as Adobe, Cisco, Microsoft, and Symantec. One featured product was Microsoft Small Business Server 2003 which retails for \$1,499 - available for a \$69 administration fee. The administration fee includes technical support

**Services** - TechSoup maintains a database of technology service providers who work with non-profit organizations.

For more information go to:

<http://www.techsoup.org/index.cfm>