



# Grantsline

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## Happy New Year!

Happy New Year to all our readers! This issue of Grantsline is devoted to helping you improve your grant skills and prepare for a successful 2009.

## Organize Your 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 now before the deadline hits.

### 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:

### Developing a Quality Federal Application

[http://www.dtiassociates.com/fbci/downloads/Optimized\\_DevelopingQualityGrants.pdf](http://www.dtiassociates.com/fbci/downloads/Optimized_DevelopingQualityGrants.pdf)

### Sample Grant Proposals

<http://www.proposalwriter.com/grantsamples.html#Samples>

### Grantmaking 101

<http://www.guidestar.org/news/features/grantwriting101.jsp>

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## Start the Year with Training

Low cost and free training can be found on-line or a short drive away within Central Maryland. Some examples include:

### **Maryland Department of Housing and Community Development**

DHCD's Neighborhood Revitalization offers **free training year around**. The department offers workshops on a variety of topics including funding, planning, administration and volunteer management. For more information, go to:

<http://www.neighborhoodrevitalization.org/Programs/Catalyst/Catalyst.aspx>

### **Maryland Governor's Grants Office**

The Governor's Grants Office has presented a number of **training programs** for State agency staff, local government staff, and non-profit organizations. The topics include finding and winning grants (pre-award) and then successfully managing grants (post-award). Information and resource material from each training program has been posted on the Governor's Grants Office website. In addition, the Office holds a statewide conference each fall. For more information go to:

[http://www.gov.state.md.us/grants/grants\\_made\\_easy.html](http://www.gov.state.md.us/grants/grants_made_easy.html)

### **The Foundation Center**

The Foundation Center publishes books and offers training courses, both online and in the classroom, to help non-profits learn about the world of foundations and the process of identifying foundations as potential funders. Some of the free on-line webinars include [Grantseeking Basics](#), [How to Approach a Foundation](#), and [Introduction to Fundraising Planning](#).

<http://foundationcenter.org/getstarted/learnabout/foundations.html>

### **Community Colleges**

Community Colleges also offer **on-line training** in grant writing. Classes generally charge a fee with offerings including topics like [Intro to Non Profit Management](#), [Marketing your Non-Profit](#), [A to Z Grantwriting](#), [Get Grants](#), [Writing Effective Grant Proposals](#) and [Advanced Grant Proposal Writing](#).

For more information Google your local community college.

### **Association of Baltimore Area Grant Makers**

For a modest fee, the ABAG offers workshops on a regular basis to guide grantseekers as they complete the ABAG Common Application which is accepted by over 40 local grantmakers. The workshop includes a brief overview of the current funding challenges and opportunities, a step-by-step review of the grant application process, tips and suggestions for writing competitive proposals, and a copy of ABAG's latest Member Directory. The format also includes questions specifically for capital campaign requests.

## Recent Grant Awards and Applications

Carroll County  
Department of Planning

FY2009 Transportation  
Operating and Capital  
Awards

Carroll County  
Department of Public  
Safety

Homeland Security  
Emergency Planner Grant

Carroll County  
Agriculture Center

Delaplaine Foundation  
Award for the Hoff Log  
Barn

Human Services Programs

United Way Application  
Weinberg Foundation  
Application

Reese Fire Department

Assistance to Firefighters  
Grant Award

Carroll County  
Department of Planning

Chesapeake Bay Trust  
Mini Grant Application

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## Research Potential Corporate Donors

When seeking money for your organization, don't overlook corporate contribution programs and corporate foundations. While this part of the charitable world is smaller than other segments, corporations still contributed nearly \$13 billion in charitable donations in 2006 throughout the United States.

As you explore possible sources of corporate giving, start by looking at the companies who employ your Board members, the families of your employees, your volunteers and your donors. Many corporations tie their giving to their employees and focus their donations on institutions where their employees contribute time and dollars. Carroll County is home to a few corporate offices and headquarters but the majority of our workforce commutes outside the county to their place of employment so you may be able to tap into a host of corporations located in the Baltimore/Washington corridor.

Another source of corporate funds are retail establishments. Many national retailers give control of some charitable dollars to their local managers. With the explosion of new retailers around the county in the past decade, it is important to be familiar with the programs supported by retail establishments.

The internet is a great resource to use when identifying a corporation's giving guidelines. Web sites can give an overwhelming amount of irrelevant information, so try these simple steps to streamline your search:

1. Use Google (or your preferred search engine) and search by company name for the company's main web site
2. Once at the site, click on the link for "Company Information" or "About Us" – many times this will be located at the very bottom of the page in small print.
3. Then look for a link named "Community Relations" or "How We Help" or "Community" or "Community Involvement" or "Citizenship".
4. The next page should have a link to "Foundation" or "Grants" or "Contributions".
5. You can also try to search the corporate site for "Foundation" or "Grants" or "Contributions".

The Carroll County Department of Economic Development keeps an updated list of Carroll County's largest employers on their website at

<http://www.carrollbiz.org/index.php>

## 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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## Use Foundation Center Directory Research Effectively

The Carroll County Grants Office subscribes to the National Foundation Center database and can conduct custom research for local non profits. Established in 1956, the Foundation Center is the nation's leading authority on philanthropy. The Center maintains the most comprehensive database on U.S. grantmakers and their grants and generates detailed profiles provide a wealth of information that can be used to plan your grant seeking strategy. Some of the most useful information contained in the profile includes:

**Contact Information** – Many foundations have web sites and a visit to their site can provide a wealth of information about giving guidelines and past grantees.

**Purposes and Activities and Fields of Interest** – Learn all you can about your funder and incorporate that knowledge into your correspondence.

**Types of Support** – Make sure the funder will support your project – some examples of types of support are capital, operating, seed money, start up costs, conferences, program development, capacity building, and program evaluation

**Limitations** – Are there any special restrictions on grant funds? If the foundation reports that they do not accept unsolicited requests don't give up, try to meet a board member (see the list of **Officers and Trustees**.)

**Application Information** – Many foundations provide a checklist of documents required with an application.

**Initial Approach** – Will the foundation take phone calls or do they expect a letter of inquiry or even a full application?

**Deadlines** – Many foundations set deadlines around their Board's schedule.

**Financial data** – Make sure to check the amount given in the past grant year –you don't want to ask for \$100,000 from a foundation that only gave \$50,000 last year. This section also gives you the range of grants from highest to lowest.

**Selected grants** – Look at the list of past grantees and amounts – the grants office also has the capacity to pull an organization's 990 to look at more detailed giving information.