

Contents

List of Samples, Worksheets, and Figures	ix
CD Contents	xi
Acknowledgments	xiii
The Authors	xv
About the Alliance for Nonprofit Management	xvii
How to Use This Workbook: Making the “Magic” Happen	xix
Introduction: An Overview of the Grantseeking Process	1
STEP 1 Developing the Proposal Idea	11
STEP 2 Developing Relationships with Funders	17
STEP 3 Writing a Compelling Need Statement	28
STEP 4 Defining Clear Goals and Objectives	37
STEP 5 Developing the Methods	44
STEP 6 Preparing the Evaluation Component	51
STEP 7 Developing Sustainability Strategies	62
STEP 8 Preparing the Program Budget	68
STEP 9 Writing the Organization Background Component	77
STEP 10 Writing the Proposal Summary	85
STEP 11 Putting the Package Together	91
STEP 12 Sustaining Relationships with Funders	97
Special Resource Section	103
A. Types of Foundations	105
B. How to Research Funders	107

C. Sample Logic Model	111
D. Making the Call, by Sarah S. Brophy	113
E. Bibliography	117
F. Helpful Websites for Grantseekers	119
Index	123
How to Use the CD-ROM	127

List of Samples, Worksheets, and Figures

Introduction	
• Figure I.1: 2006 Charitable Giving: Total = \$295.02 Billion	3
Step 1	
• Worksheet 1.1: Proposal Idea Questionnaire	14
Step 2	
• Sample Letter of Inquiry	23
• Worksheet 2.1: Letter of Inquiry Questionnaire	26
Step 3	
• Sample Need Statement	32
• Worksheet 3.1A: Statement of Need Questionnaire	33
• Worksheet 3.1B: Statement of Need Questionnaire Example	34
Step 4	
• Worksheet 4.1A: Goals and Objectives Exercise	41
• Worksheet 4.1B: Goals and Objectives Exercise Example	42
Step 5	
• Sample Timeline (Abbreviated Version)	46
• Sample Methods Component	47
• Worksheet 5.1A: Methods Exercise	48
• Worksheet 5.1B: Methods Exercise Example	49
Step 6	
• Sample Evaluation Component	56
• Worksheet 6.1A: Evaluation Planning Questionnaire	57
• Worksheet 6.1B: Evaluation Planning Questionnaire Example	59

Step 7	
• Sample Sustainability Component	64
• Worksheet 7.1A: Future Funding Questionnaire	65
• Worksheet 7.1B: Future Funding Questionnaire Example	66
Step 8	
• Worksheet 8.1A: Revenue and Expense Budget	74
• Worksheet 8.1B: Revenue and Expense Budget Example	75
Step 9	
• Sample Organization Background Component	80
• Worksheet 9.1A: Organization Background Exercise	81
• Worksheet 9.1B: Organization Background Exercise Example	82
Step 10	
• Sample Summary	87
• Worksheet 10.1A: Summary Questionnaire	88
• Worksheet 10.1B: Summary Questionnaire Example	89
Step 11	
• Sample Cover Letter	92
• Worksheet 11.1: Final Proposal Checklist	95
Resource C	
• Sample Logic Model	112

CD Contents

Worksheet 1.1: Proposal Idea Questionnaire
Worksheet 2.1: Letter of Inquiry Questionnaire
Worksheet 3.1A: Statement of Need Questionnaire
Worksheet 4.1A: Goals and Objectives Exercise
Worksheet 5.1A: Methods Exercise
Worksheet 6.1A: Evaluation Planning Questionnaire
Worksheet 7.1A: Future Funding Questionnaire
Worksheet 8.1A: Revenue and Expense Budget
Worksheet 9.1A: Organization Background Exercise
Worksheet 10.1A: Summary Questionnaire
Worksheet 11.1: Final Proposal Checklist
Sample Proposal for a Program Expansion Grant
Sample Proposal for a Capacity-Building Grant
Sample Letter of Intent for a Technology Grant
Sample Proposal for a Technology Grant
Sample Proposal for a Program Renewal Grant
Sample Letter of Intent to a Previous Funder
Sample Proposal for a New Project
Washington Grantmakers' Common Grant Application

