



Steps to Building an Effective Grant Seeking Program

1. Discuss within your agency the elements of an effective grantseeking program so that everyone understands the requirements for success.
2. Plan the programs and projects for which you will seek grant funding, share and discuss those plans within your agency, and if applicable, incorporate them into your agency's strategic plan.
3. Develop a realistic operating budget and use it to determine your funding needs and the amounts and uses of your grant requests.
4. Review past grants received (and those not received), pending grants, and grants you are planning to submit. Determine which ones you should re-apply for, and which ones you shouldn't.
5. Research and select appropriate grants and funding opportunities that will allow you to reach your funding goals.
6. Create and maintain a written grantseeking plan and calendar.
7. Approach potential funders before applying:
 - Introduce yourself
 - Seek a good "fit" or "match" with the funders' interests
 - Ask permission to apply
 - Inquire by phone, e-mail, or a letter of inquiry
 - Send information about your organization (e.g., your brochure, annual report, media article, etc)
 - Invite funders to visit your program, or ask if you can visit them
8. Prepare standard materials before applying: budget, logic model, cover letter, proposal narrative, board list, reference letters, attachments, etc.
9. Complete and submit applications in accordance with your grantseeking plan and calendar.
10. Follow up your grant requests:
 - Contact the funder to make sure they received your request
 - Ask them if they understand what your organization does and your grant request
 - Offer to answer any questions they may have and / or provide them with additional information
 - Invite them to visit your site
 - Find out if they have a timeline for making a decision
 - Thank them for their information and assistance
11. If your application is approved:
 - Thank the funder and discuss grant requirements / expectations (payments, vouchers, reports)
 - Communicate the grant requirements within your organization
 - Implement methods to track and evaluate the grant
 - Report to the funder and maintain a positive relationship with them
12. If your grant application is not approved, contact the funder to find out why and whether your organization should consider reapplying in the future. Thank them for their time and consideration.