



Steps to Building an Effective Grantseeking Program

1. Discuss within your agency the elements of an effective grantseeking program so that everyone involved (or who should be involved) understands the requirements for success.
2. Plan the programs and projects for which you will seek grant funding, share and discuss plans within your agency, and if applicable, incorporate them within 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 your organization received and those it didn't, 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 funding sources before applying: Introduce yourself, seek a "fit" or "match" with the funder's interests, and request permission to apply.
 - Inquire by phone, e-mail, or a letter of inquiry
 - Send information about your organization (e.g., brochure, annual report, article, references)
 - 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 your request, and what your organization does
 - Offer to provide them with additional information or answer any questions they may have
 - Invite them to visit your site
 - Find out if they have a timeline for making a decision
 - Finish by thanking them
11. If your application is approved: Thank the funder, discuss grant requirements and expectations (payments, vouchers, reports, etc.) with them, 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 learn why and if your organization should consider reapplying in the future. Thank the funder for their time and consideration.