

# 6 STEPS FOR SUCCESSFUL FUNDRAISING AND GRANT WRITING

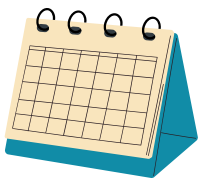
## STEP 1: STAY READY!



Keep your organization profile ready (GuideStar, Charity Navigator).

- Have all your required documents and attachments ready and in a central place. Some examples:
  - Program calendar,
  - Samples of work such as media clips and links,
  - List of board members and key staff,
  - Annual operating budget,
  - Financial statement, 990's or adult,
  - Annual report to the Secretary of State and your IRS 501c3 letter

## STEP 2: IDENTIFY & QUALIFY!



Check out these sources:

- Foundation Directory Online,
- Donor acknowledgment lists, websites and event pages of similar organizations and activities to find well matched funders.
- Read the Call for proposals (RFPs)
- Make a grants calendar (Excel spreadsheet).
  - Include application dates, award notification, payment schedule and contact name.

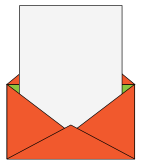
## STEP 3: INVITATION



- Letter of inquiry/interest (LOI)
- Email or phone call
- Invitation to apply
- Site visit or invitation to see organization work

## STEP 4: STEWARDSHIP\*

\*(THIS IS EXTREMELY IMPORTANT!)



- Personalized "thank you" letters.
- Sign and return grant award documents or contracts by the deadline.
- Acknowledge funders on website, social media, PR materials, and invite them to see work in action.
- Add them to email lists
- Invite them to special events, programs and give opportunities to speak.
- Introduce them to board, staff and stakeholders.

## STEP 5: GRANT PROPOSALS



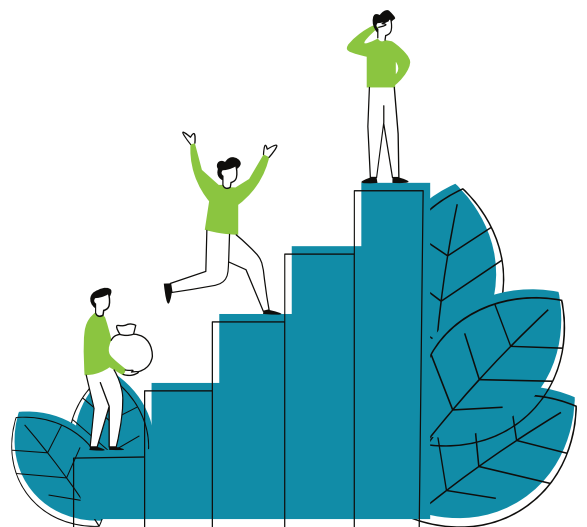
- Be sure to include the mission, organization background and history.
- The program description, calendar of events, capacity building and orgs development, technology and infrastructure, board development, etc.
- Include your objectives and expected outcomes, management plans, board of directors list, budgets and financials and supporting documentation.

## STEP 6: SECRETS TO GRANT SUCCESS



- Follow directions!
- Answer only the questions asked and avoid jargon.
- Call the program officers in a timely manner for questions.
- Budget and budget explanations should support the narrative.
- Include high-quality work sample.
- Lastly, check out resources such as Foundation Directory, Grants Station, Instrumentl, Youth Service America etc.

By following these steps, you can successfully develop proposals and funding plans so that your organization can continue to serve your respective communities!



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Developed for an AMPT Up Your Org workshop by Jackie Williams