



## *Grants Collection*

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## *Table of Contents*

1.	Commonly Asked Questions About Foundation Research .....	1
2.	Foundation and Corporate Giving Directories.....	2
3.	Grants to Individuals .....	5
4.	Magazines and Newsletters .....	7
5.	Nonprofit Management .....	9
6.	Proposal Writing .....	12
7.	Special Events & Fundraisers.....	15

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## ***1. Commonly Asked Questions about Foundation Research***

### ***Which Foundations make available grants in my city or state?***

Annual Register of Grant Support  
Foundation Directory  
Foundation 1000  
Grant Guides series  
Guide to U.S. Foundations, Their Trustees, Officers, and Donors  
Michigan Foundation Directory  
National Directory of Corporate Giving

### ***Which Foundations give grants for programs like mine?***

Annual Register of Grant Support  
Corporate Foundation Profiles  
Foundation Directory  
Foundation 1000  
Grant Guides series  
Grants Register  
Guide to U.S. Foundations, Their Trustees, Officers, and Donors  
National Directory of Corporate Giving  
National Guide series

### ***How can I locate a specific Foundation?***

Annual Register of Grant Support  
Foundation Directory  
Foundation 1000  
Guide to U.S. Foundations, Their Trustees, Officers, and Donors  
Michigan Foundation Directory

### ***What is the most detailed source of information on Private Foundations?***

Private foundations must submit annual returns (990-PF's) to the Internal Revenue Service. The Foundation Center provides access to foundation and tax returns at their Web site <http://www.fdncenter.org>

## ***2. Foundation and Corporate Giving Directories***

Foundation Directories are important resources for compiling an initial list of foundations or grantmaking organizations that may be interested in your proposal. They can also be used to find out more information if you already have a name of a particular foundation. There are three (3) basic research approaches to using these directories: 1.) Subject or Field of Interest. 2.) Geographic (this is an important element since many funders like to give money to nonprofits in their communities and 3.) Type of Support (General Operating, Building Campaign, Challenge Grant, etc). . The following sources are a good starting point for your research. The most recent edition of these directories is reference but older editions can be checked-out.

### ***Cumulative List of Organizations: Described in Publication 78, Section 170(c) of the Internal Revenue Code***

**U.S. Internal Revenue Service, U.S. Government Printing Office, annual with supplements**

The cumulative list of organizations is a listing of all non-profit organizations recognized by the IRS, contributions to which are tax deductible. Identified are the deduction type and limitations as per the IRS Coding System. This is an essential source for researchers because not every organization with “foundation” in the title is a foundation that gives out money to non-profit organizations and individuals.

<http://www.irs.gov/charities/>

### ***The Foundation 1000***

**Foundation Center, annual**

This is the most complete coverage available on the 1,000 largest foundations. Detailed program descriptions and application information; names of program staff; and easy-read- tables and charts a just a few examples of details found in this volume. Indexes include: donors, officers trustees, staff, subject, types of support, geographic and international giving index.

Grants Collection Reference 001.44 F

### ***The Foundation Center's Guide to Grantseeking on the Web***

**Foundation Center, biennial**

This guide provides both the novice and experienced Web users with a gateway to the numerous online resources available to grantseekers as well as tips and strategies on how to evaluate and use Web-based funding materials.

Grants Collection Reference 025.06 T

### ***The Foundation Directory***

**Foundation Center, annual**

*The Foundation Directory* is the most authoritative guide to America's top funders. It features key facts on the nation's top 10,000 foundations by total giving, including over 1,000 new entries that did not appear in last year's edition. Together, these major foundations hold assets in excess of \$405 billion and donate well over \$19 billion each year. Indexes include: donors, officers,

trustees, geographical, international giving, types of support, subject, and foundations new to the edition and foundation names index.

Grants Collection Reference 061 F

### ***The Foundation Directory Part 2 (Supplement)***

**Foundation Center, annual**

With the Directory Part 2 grantseekers can broaden their funding base to include mid-sized foundations with the next 10,000 largest foundations by total giving. Directory Part 2 grantmakers contribute hundreds of millions of dollars to nonprofits each year, providing crucial support for organizations on both the local and national level.

Grants Collection Reference 061 F

Online is version available in the Library. Ask for assistance.

### ***Foundation Giving Trends: Update on Funding Priorities***

**Foundation Center, annual**

Examines grantmaking patterns of a sample of more than 1,000 larger U.S. foundations, and compares current giving priorities with trends since 1980.

Grants Collection Reference 361.7 L

### ***Foundation Grants to Individuals***

**Foundation Center, biennial**

The only publication devoted exclusively to foundation funding opportunities for individual grantseekers. It features over 7,000 entries packed with the current information that individual grantseekers need most: addresses, contact names, financial data, application information, program descriptions, and more. Each section includes foundations that award millions of dollars each year to individuals for educational support (scholarships and student loans); general welfare; arts and cultural support; awards, prizes, and grants by nomination; international applicants; company employees (education and general welfare); students and graduates of specific schools; and research and professional support. Indexes and search fields help users target prospective grants by subject area, types of support and grantmaker name.

Grants Collection Reference 001.44 F

Online version is available in the Library. Ask for assistance.

### ***Grant Guide Series***

**Foundation Center, biennial**

This series provides descriptions of hundreds – of ten thousands – of foundation grants (of \$ 10,000 or more) awarded in 25 different fields.

Grants Collection Reference 001.44 G

### ***Guide to U.S. Foundations, Their Trustees, Officers, and Donors***

**Foundation Center, annual**

This is the most comprehensive list of foundations published by the Foundation Center. This powerful reference tool is the only published source of data on all active grantmaking foundations and the individuals who run them, provides current information on nearly 80,000 foundations. The guide features a master list of the decision-makers who direct America's foundations. Entries indicate if more extensive information on a grantmaker is in another

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Foundation Center publication. Indexes include: Foundation Trustee, officer, and donor, Foundation name and locator and community Foundation names and locator.  
Grants Collection Reference 001.44 G

***Michigan Corporate Matching Gift Program***

Council of Michigan Foundations, 1989, 2<sup>nd</sup> ed., loose-leaf notebook

Provides guidelines and forms of corporations that match gifts their employees make to educational institutions and other nonprofit organizations.

Grants Collection Reference 361.7 M

***Michigan Foundation Directory***

**Council of Michigan Foundations and the Foundation Center, biennial**

This new edition, co-published with the Foundation Center, features profiles of over 2,500 foundations that fund in Michigan, one the most dynamic philanthropic communities in America. Indexes include: donors, officers, trustees, types of support, subject, grantmaker names and a geographic index.

Grants Collection Reference 001.44 M and on CD-ROM (Information Desk)

***National Directory of Corporate Giving***

**Foundation Center, annual**

Current information on over 4,300 corporate grantmakers! Get the inside track on your corporate prospects and save research time! The *National Directory of Corporate Giving* gives you reliable, fact-filled, and up-to-date entries on corporate foundations and direct giving programs. Indexes include: officers, donors, and trustees, geographic, international giving, types of support, subject, types of business and corporation and corporate grantmaker index.

Grants Collection Reference 001.44 F

***National Guides***

**Foundation Center, annual**

These directories identify appropriate prospects by listing grantmakers who have already funded in the fields of aging, arts, culture, children & youth services, education, environment, animal welfare, health, international, libraries information services, religion and social services.

Grants Collection Reference

Call numbers vary within this series. Please check with a staff member if you need assistance.

### ***3. Grants to Individuals***

If you are a student looking for information on financial aid or an individual looking for financial assistance, the Farmington Community Library has relevant materials to assist you in your search.

Because most private foundations make grants only to incorporated nonprofit organizations, individual grantseekers must follow a different funding path than organizations with tax-exempt status. Some private foundations currently offer scholarships and fellowships; it is up to you to determine which funders might be interested in providing you with financial support. Consider approaching foundations or other outside funders only after you have explored direct financial assistance from your college, federal and state subsidized loans and grants, work-study programs. An enormous amount of funding is available from U.S. Government Agencies but since much of this funding is announced in publications and sites on the Web, we have provided links to sites on our home page at [www.farmlib.org](http://www.farmlib.org) Best of the Web/Grants & Nonprofits. Support from local civic or religious organizations can also be researched on the Web through our home page at [www.farmlib.org](http://www.farmlib.org) under Best of the Web/Grants & Nonprofits.

For access to a more complete collection of college guides and scholarship directories, as well as career and vocational guidance materials please check with a staff member.

#### ***Annual Register of Grant Support: A Directory of Funding Sources***

**R.R. Bowker, annual**

This is a standard reference source on financial support with complete program descriptions including the type, purpose, and duration of the grant; amount of funding available for each award; eligibility requirements; geographic focus and more. The Directory also provides assistance to hospitals, arts organizations, community service groups, medical research facilities, and other institutions. Indexes include: entry listing by chapter, subject index, organization and program index, geographical and personnel index.

Grants Collection Reference 001.4 A

#### ***College Board Scholarship Handbook***

**College Board Publications, annual**

The handbook contains descriptions of private and government scholarship and internship programs for undergraduates.

Grants Collection Reference 378.34 C

#### ***Directory of Financial Aids for Women***

**Reference Service Press, biennial**

Detailed descriptions of nearly 1,500 funding programs --representing billions of dollars in financial aid set aside specifically for women (high school through postdoctoral and professional) for study, research, travel, training, career development, or innovative effort. Each entry includes contact information (address, telephone numbers, e-mail addresses, and web sites), purpose, eligibility, financial data, duration, special features, limitations; number awarded, and deadline date.

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Grants Collection Reference 025 S

***Don't Miss Out: The Ambitious Student's Guide to Financial Aid***

Anna and Robert Leider

Octameron Associates, annual

A planning guide suggesting procedures and strategies for students seeking financial aid.

Grants Collection Reference 378.3 L

***Financial Aid for the Disabled and their Families***

Schlachter, Gail Ann and R. David Weber

Reference Service Press, biennial

Provides information about hundreds of scholarship, fellowship, loan, grant, award, and internship programs established and designed primarily or exclusively for the disabled or members of their families.

Careers Collection 378.3 S

***Financial Aid for Study and Training Abroad***

Schlachter, Gail A. and R. David Weber

Reference Service Press, biennial

Lists over 1,000 funding opportunities in the form of scholarships, fellowships, loans, grants, and internships for American citizens interested in pursuing structured or independent study abroad.

Grants Collection 378.3025 S

***Foundation Grants to Individuals***

Edelson, Phyllis, ed.

Foundation Center, biennial

The book profiles nearly 6,200 foundation programs that make grants to individuals for education, arts and culture, general welfare, and more. Indexes include: geographic, company name, specific school, types of support, subject, and Foundation name.

Grants Collection Reference 001.44 F

***The Grants Register***

Baynes, Louise, ed.

St. Martin's Press, annual

Lists more than 3,500 scholarships, fellowships, including professional and research grants at the graduate level and above available from 56 countries. Indexes include: subject and eligibility guide to awards with sponsoring country, and an alphabetical list of awards

Grants Collection Reference 378.3 G

***Scholarships, Grants & Prizes***

Peterson's Guides, annual

"Find the money you need to pay for college – explore nearly 1.8 million awards worth up to \$8 billion."

Grants Collection Reference 378.34 P

## 4. *Magazines and Newsletters*

The magazines and newsletters listed below, available in the Grants Collection, may be helpful, as a source for current awareness, to persons seeking grants. Those titles, which are one month old, may circulate for a two-week loan period. If you are interested in locating an article in a magazine or newsletter not owned by the Library, document delivery is available.

### *Advancing Philanthropy*

Published by the Association of Fundraising Professionals, Arlington VA, monthly

[http://www.afpnet.org/publications/advancing\\_philanthropy](http://www.afpnet.org/publications/advancing_philanthropy)

*Advancing Philanthropy* is the idea and strategy magazine for fundraisers in all sectors. With detailed reports and analyses of current trends, *Advancing Philanthropy* educates, informs and challenges the entire development community.

### *Chronicle of Higher Education*

Published by the Chronicle of Higher Education, Washington, D.C., weekly

<http://chronicle.com>

This the no. 1 news source for college and university faculty members and administrators.  
General Periodicals

### *Chronicle of Philanthropy*

Published by the Chronicle of Philanthropy, Marion, OH, biweekly

<http://www.philanthropy.com>

The Chronicle is the newspaper of the nonprofit world. Published every other week, it is an important news source that covers charitable giving, fund raising, foundations, corporate philanthropy, volunteering, non-profit management, state and federal regulation and tax issues. The first November issue includes a yearly listing of the four hundred largest philanthropies.

Grants Collection

### *Grassroots Fundraising*

Published by Grassroots Fundraising, Oakland, CA, bimonthly

<http://www.grassrootsfundraising.org>

Each issue offers practical, how-to instruction on fundraising strategies to help you raise money for your organization.

Grants Collection

### *The Nonprofit Quarterly*

Published by Nonprofit Information Networking Association, Boston, MA, quarterly

<http://www.nonprofitquarterly.org>

*The Nonprofit Quarterly* is a unique print magazine that leaders count on to provide them with values-based management information and proven practices. Each issue focuses on a theme of critical importance and provides you with the cutting edge, relevant and useful information you need to manage more effectively and advance your mission.

Grants Collection

*Nonprofit Times*

Published by the Nonprofit Times, Cedar Knolls, NJ, semi-monthly

<http://www.nptimes.com>

This is the leading publication for nonprofit management. Articles on current events, trends on the most vital topics in the nonprofit world, computer application guide, employment marketplace, and resource directory.

Grants Collection

## ***5. Nonprofit Management***

If you are considering establishing a nonprofit organization, the Farmington Community Library has identified a number of useful resources. The following is a list of materials available in our Library that discuss how to incorporate as a nonprofit organization.

### ***Boards that Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations***

**Carver, John**

**Jossey-Bass Publishers, 2006**

In this revised and updated third edition, Carver offers his innovative approach to effective governance.

Grants Collection 658.422 C

### ***Creating your Employee Handbook: A Do-it-Yourself Kit for Nonprofits***

**Bernstein, Leyna**

**Jossey-Bass Publishers, 2000**

A practical guide in writing or updating an employee handbook. The accompanying disc provides specific wording for workplace policies, standards, and benefits for three hypothetical types of nonprofits.

Grants Collection 658.455 B

### ***Establishing a Charitable Foundation in Michigan***

**Tarnacki, Duane L.**

**4<sup>th</sup> ed. Council of Michigan Foundations, 2004**

A handbook for creating private foundations and public charity foundations. Two chapters have been added to the third edition to include Internal Revenue Filing requirements and State Regulation and Filing Requirements.

Grants Collection Reference 346.73 T

### ***First Steps in Starting a Foundation***

**Edie, John A. and the Council on Foundations**

**Council on Foundations, biennial**

Written for the non-lawyer, the grantmaker, and the person seeking advice on establishing a foundation. An annotated bibliography contains materials on foundations, tax-exempt law, IRS documents, and a brief list of professional support organizations for nonprofits. The appendix includes samples of articles of incorporation, by-laws, trust agreement, IRS form 1023 and instructions, and a list of principles and practices for effective grantmaking.

Grants Collection 346.73 F

### ***Guidebook for Directors of Nonprofit Corporations***

**American Bar Association, 2005**

The American Bar Association Committee on Nonprofit Corporations describes the legal principles that apply to nonprofits of all sizes. Legal issues covered by the ABA include:

governance and management; director and officer liability; fundraising; lobbying restrictions; tax-exemption; volunteer and employee liability and compliance with other laws.

Grants Collection 347.73 G

### ***How to Form A Nonprofit Corporation***

Mancuso, Anthony

9<sup>th</sup>. Nolo Press, 2009

This is a step-by-step guide to forming a nonprofit organization that meets the requirements for a federal tax exemption under 501(c) 3 of the Internal Revenue Code.

Grants Collection Reference 346.73 M

### ***Managing the Non-Profit Organization***

Drucker, Peter. F.

1<sup>st</sup> ed. HarperCollins, 1990

Management legend Peter Drucker provides excellent examples and explanations of mission, leadership, resources, marketing, goals, and much more. Interviews with nine experts also address key issues in this booming sector.

Grants Collection 658.048 D

### ***Michigan Nonprofit Management Manual***

4<sup>th</sup> ed. Volunteer Accounting Service Team of Michigan, 2004

*The Michigan Nonprofit Manual* is a fundamental resource for staff, boards and volunteers who manage nonprofit organizations in the State of Michigan. The manual is intended to provide condensed information written by top-rate executives to assist users in a variety of topics including complying with required laws, regulations and standards.

Grants Collection Reference 361.7 M

### ***Nonprofit Board Answer Book: Practical Guidelines For Board Members and Chief Executives***

BoardSource

2<sup>nd</sup> ed. Jossey-Bass, 2007

Arranged in a simple, question and answer format that addresses the most frequently asked questions by board members and executive directors of nonprofit organizations. Chapter headings include board functions, board structures and process, board-staff relations, selection and development of board members, and board and committee meetings.

Grants Collection 658.422 A

### ***The Nonprofit Handbook: Management***

Connors, Tracy D., ed.

3<sup>rd</sup> ed. John Wiley & Sons, 2001

*The Nonprofit Handbook* is a comprehensive reference guide to the policies and procedures shared by small and medium-sized nonprofit organizations. The handbook contains drafts of policies and procedures as well as sample plans, forms, records, and reports.

Grants Collection Reference 658.048 N

***The Nonprofit Membership Toolkit*****Robinson, Ellis M.****Jossey-Bass Publishers, 2003**

The toolkit provides worksheets and checklists to assist nonprofits in maintaining and building its membership base.

Grants Collection 658.048 R

***Private Foundation Law Made Easy*****Hopkins, Bruce R.****John Wiley & Sons, 2008**

Hopkins offers practical tips and advice to help demystify complete legal issues with plain-language explanations of law and regulations for non-legal professionals.

Grants Collection 346.73 H

***Running QuickBooks in Nonprofits: The Only Comprehensive Guide for Nonprofits Using QuickBooks*****Ivens, Kathy****CPA 911 Pub., 2005**

Providing information on using QuickBooks to track financial data in nonprofit organizations, this book covers all versions of QuickBooks. Management of donors, grants, and pledges, and topics such as allocating expenses to programs, handling donor restrictions, and generating the reports needed for donors and tax returns are covered in detail.

Grants Collection 657.904 I

***Starting & Building a Nonprofit: A Practical Guide*****Pakroo, Peri****Nolo, 2007**

Practical advice on how to select a name, understand the 501(c)(3) tax exempt status, develop a strategic plan and budget, recruit board, staff and volunteers and most importantly how to raise funds.

Grants Collection 657.068 F

***Wiley Not-for-Profit GAAP 2008: Interpretation and Application of Generally Accepted Accounting Principles*****Larkin, Richard F.****Wiley, 2008**

Wiley Not-for-Profit GAAP is a comprehensive accounting and financial reporting guide for use by not-for-profit organizations and their auditors in preparing financial statements in accordance with generally accepted accounting principles (GAAP).

Grants Collection Reference 657.9802 L

## 6. *Proposal Writing*

Proposal writing is essential to the fundraising process, but it can be intimidating for the novice. There are, however, books in the Farmington Community Library that can assist you in organizing your ideas and encapsulating them into winning proposals.

Only at the end of extensive research on prospective funders should one begin to think about writing a proposal. Be sure that you have all the details about the preferred form of approach, application procedures, and deadlines for each potential funder.

Some funders belong to regional associations of grantmakers, and may accept Common Application Forms that can expedite the proposal writing process. A Michigan *Common Grant Application* is available at <http://www.cmif.org/grantseeker.htm>

### *The Foundation Center's Guide to Proposal Writing*

Geever, Jane C. and Patricia McNeill

5<sup>th</sup> ed. Foundation Center, 2007

An in-depth instructional manual to help grantseekers understand the components of a proposal: from pre-proposal planning to post-grant follow-up, including excerpts from grant proposals and interviews with foundation and corporate grantmakers about what they look for in a proposal.

Grants Collection 658.15 G

### *The Foundation Center's Guide to Winning Proposals I & II*

Foundation Center, 2004, 2005

Learn what convinces decision makers to say "yes". With twenty carefully critiqued grants proposals that have been funded by some of today's most influential grantmakers.

Grants Collection 658.15 G

### *Grantseeker's Guide to Winning Proposals*

Margolin, Judith B.

8<sup>th</sup> ed. Foundation Center, 2008

Sample proposals used by non-profit organizations are arranged by the nature of the proposal; for programming, special projects, evaluation, renovating, staffing, start-ups and program development. Final chapters cover budget summaries and cover letters.

Grants Collection 658.15 M

### *Grant Writing for Dummies*

Browning, Bev

IDG Books Worldwide, 2008

*Grant Writing for Dummies* is a comprehensive approach to tapping into government, foundation, and corporate funding. Ms. Browning gives advice on planning, researching, developing, writing and post-grant process.

Grants Collection 658.15 B

***Grant Writing: Strategies for Developing Winning Proposals*****Patrick, W. Miller****2<sup>nd</sup> ed. Patrick W. Miller and Associates, 2002**

Presents general guidelines for writing proposals and specific instructions for creating proposals for private-sector sources and federal agencies. Actual successful proposals are given for each type.

Grants Collection 658.152 M

***How to Write a Grant Proposal*****New, Cheryl Carter; Quick, James Aaron****John Wiley & Sons, 2003**

The authors share their skills on how to create a specific proposal that proves a perfect match between a funder and a nonprofit organizations needs. CD-ROM includes four complete proposals described throughout the book – an after school program, a senior citizen center, a fire station and an inner city drug & alcohol abuse program.

Grants Collection 658.15 N

***Models of Proposal Planning & Writing*****Miner, Jeremy T.****Praeger, 2005**

Miner walks grantseekers step-by-step through the process of planning and writing persuasive proposals. Includes three full proposals submitted by the author to two foundations and one to the Federal government.

Grants Collection 658.15 M

***The Only Grant-Writing Book You'll Ever Need*****Karsh, Ellen****Carroll & Graf, 2006**

A comprehensive step-by-step guide for grant writers, demystifying the process while offering indispensable advice from funders.

Grants Collection 177.5 K

***Secrets of Successful Grantsmanship: A Guerilla Guide to Raising Money*****Golden, Susan L.****Jossey-Bass Publishers, 1997**

Provides information on navigating the grantmaking process; offers strategies for preparing and submitting grant proposals.

Grants Collection 658.15 G

***Storytelling for Grantseekers: The Guide to Creative Nonprofit Fundraising*****Clarke, Cheryl A.****Jossey-Bass Publishers, 2009**

Clarke provides practical, step-by-step directions on how to bring passion, creativity and success to grantwriting by telling a unique story with examples.

Grants Collection 658.152 C

***Writing for a Good Cause: The Complete Guide to Crafting Proposals and Other Persuasive Pieces for Nonprofits***

Barbato, Joseph

Simon & Schuster, 2000

The author shares practical advice on crafting persuasive grant proposals, all the elements from the executive summary, cover letter to budgets and appendixes, as well as case statements, newsletters, and thank-you notes.

Grants Collection 658.15 B

***Writing Grant Proposals That Win***

Ward, Deborah, ed.

3<sup>rd</sup> ed. Jones and Bartlett Publishers, 2006

Expanded to include more grant writing help than ever, the book also includes easy-to-use flowcharts and helpful hints that give you expert tips and proven grant writing advice.

Grants Collection 658.15 W

***Winning Grants Step by Step: The Complete Workbook for Planning, Developing, Writing Successful Proposals***

Carlson, Mim

Jossey-Bass Publishers, 2008

Includes information on how to research funders, write a letter of intent and evaluate a proposal.

Grants Collection 658.152 C

## ***7. Special Events & Fundraisers***

The Farmington Community Library has many resources to assist you in the planning and implementation of successful promotional and fundraising special events. Some of the topics include charity balls, phone-a-thons, auctions, walk-a-thons, raffles, and many other creative suggestions.

***Black Tie Optional: The Ultimate Guide to Planning and Producing Successful Special Events.***

**Freedman, Harry A.**

**John Wiley & Sons, 2007**

Regardless of the kind of big event your organization has planned for its next fundraiser, everything you need to know and do is in this thorough and essential handbook.

Grants Collection 658.152 F

***The Complete Guide to Fund-Raising Management***

**Weinstein, Stanley**

**3<sup>rd</sup> ed. John Wiley & Sons, 2009**

Mr. Weinstein presents a comprehensive treatment of fundraising principles and practices, including special events.

Grants Collection 658.15 W

***Complete Idiot's Guide to Meeting & Event Planning***

**Craven, Robin E.**

**2<sup>nd</sup> ed. Alpha, 2006**

The guide offers helpful strategies and tactical tips for successful events – big or small.

Grants Collection 648.456 C

***Effective Fundraising for Nonprofits: Real-World Strategies that Work***

**Bray, Llona M.**

**3<sup>rd</sup> ed. Nolo, 2009**

Practical tips and tactics including worksheets for meeting the greatest challenge all nonprofits face—raising money.

Grants Collection 658.152 B

***The Five Strategies for Fundraising Success: A Mission-Based Guide to Achieving Your Goals***

**Warwick, Mal**

**Jossey-Bass Publishers, 2000**

Top fundraiser Warwick offers his five fundamental fundraising strategies for long-term fundraising planning and day-to-day fundraising activities.

Grants Collection 361.7 W

***Fundraising Basics: A Complete Guide***

**Ciconte, Barbara Kusher**

**3<sup>rd</sup> ed. Aspen Publishers, 2008**

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This revised edition provides new information for the beginning fundraiser and board members with an overview of fundraising, updates on giving trends, computer hardware and software, workflow timetables and cost estimates, and using the Internet.

Grants Collection 658.15 C

***Fundraising for Dummies***

Mutz, John Massie

2<sup>nd</sup> ed. IDG Books Worldwide, 2006

The familiar “Dummies” series provides a basic overview of fundraising techniques with proven tips on grants, direct mail, special events and more.

Grants Collection 361.706 M

***Hank Rosso’s Achieving Excellence in Fund Raising***

Temple, Eugene R.

2<sup>nd</sup> ed., Jossey-Bass Publishers, 2003

Fundraising expert Rosso shares his expertise in this revised edition of basic fundraising principles and practices.

Grants Collection 658.15 R

***How to Write Successful Fundraising Letters: Sample Letters, Style Tips, Useful Hints, Real-world Examples***

Warwick, Mal

2<sup>nd</sup> ed. Jossey-Bass, 2008

Mr. Warwick is an internationally recognized consultant, speaker and author who has been involved in the nonprofit sector for four decades. Mr. Warwick has written a comprehensive book filled with case studies annotated examples that show everyone what makes the best letters work.

Grants Collection 658.15 W

***The Joy of Fundraising: How to Stop Suffering and Start Enjoying Asking for Money for Your Favorite Cause***

Axelrod, Terry

Benevon Publications, 2006

The Joy of Fundraising gives you a simple, powerful recipe for long-term fundraising success.

Author Terry Axelrod, fundraising expert and founder of Benevon (formerly Raising More Money), condenses her years of teaching into powerful gems of fundraising advice that can benefit anyone with a cause to support

Grants Collection 361 A

***Planning Special Events***

Armstrong, James S.

Jossey-Bass Publishers, 2001

Part of the *Excellence in Fund Raising Workbook Series* from the Fund Raising School at Indiana University. Designed and written for fund raising professionals, nonprofit leaders, and volunteers, the workbook provides models and strategies for carrying out successful fund raising programs including answers to most frequently asked questions.

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Grants Collection 394.2068 A

***Promoting Issues and Ideas: A Guide to Public Relations for Nonprofit Organizations***

M Booth & Associates, Inc.

2<sup>d</sup> ed. Foundation Center, 1995

General guidebook on public relations that includes a chapter on special events and covers such issues as staffing, materials, invitations, equipment, and follow-up.

Grants Collection 659.2 B

***The Public Relations Handbook for Nonprofits: A Comprehensive and Practical Guide***

Feinglass, Art

Jossey-Bass, 2005

The Handbook offers a combination of theory and practice organizations need for an effective nonprofit PR campaign.

Grants Collection 659.2 F

***Raising More Money: A Step-by-Step Guide to Building Lifelong Donors***

Axelrod, Terry

Boylston Books, 2000

Axelrod shares her 25-year experience as a fundraiser to train and coach nonprofits on her raising more money model on turning one-time donors into lifelong donors. A 77-minute video titled *An Introduction to Raising More Money* accompanies this book.

Grants Collection 658.15 A

***Securing Your Organization's Future: A Complete Guide to Fundraising Strategies***

Seltzer, Michael

Foundation Center, 2001

Fundraising consultant Michael Seltzer shares his experience in raising funds and creating long-term organizational stability. Novice grantseekers will benefit from the numerous worksheets and case studies.

Grants Collection 658.15 S

***Special Events: Proven Strategies for Nonprofit Fund Raising***

Wendroff, Alan L.

2<sup>nd</sup> ed. John Wiley & Sons, 2004

Mr. Wendroff provides a strategy for conducting special events, using the Master Event Timetable (METT) as a guide.

Grants Collection 658.15 W