Grants Collection

April 2013

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Commonly Asked Questions about Foundation Research

Which Foundations make available grants in my city or state?
Annual Register of Grant Support
Foundation Directory
Grant Guides series
Michigan Foundation Directory
National Directory of Corporate Giving

Which Foundations give grants for programs like mine?
Annual Register of Grant Support
Foundation Directory
Grant Guides series
Grants Register
National Directory of Corporate Giving
National Guide series

How can I locate a specific Foundation?
Annual Register of Grant Support
Foundation Directory
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
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
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.

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.
**Foundation Grants to Individuals**  
*Foundation Center, biennial*

The only publication devoted exclusively to foundation funding opportunities for individual grantseekers. It features over 8,300 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 Computer Main Library Only. Ask for assistance.

**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

**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.
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.orgBest 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 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.
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
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
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.
Grants Collection

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
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.

*After the Grant: The Nonprofit’s Guide to Good Stewardship*
Foundation Center, 2010
You've secured the grant—that's just the beginning! Now you begin the multi-faceted journey of stewardship to build and maintain a lasting relationship with the funder. Expert fundraisers and foundation personnel share their critical insights on how to best manage, communicate, and report on your funded programs, and cement your relationship with funders. A "troubleshooting guide" includes advice from foundation executives on what to do when things go wrong. This Guide is an invaluable and practical resource for anyone seeking funding from foundations.
Grants Collection 658.15 F

*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.
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


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.


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**

5th ed. Volunteer Accounting Service Team of Michigan, 2010

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


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.
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

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., 2011
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
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

The 21st Century Nonprofit: Remaking the Organization in the Post-Government Era
Firstenberg, Paul B.
2nd ed. Foundation Center, 2009
The second edition of this popular title explore the increasing emphasis on nonprofit governance, including accountability, transparency, and responsibility.
Grants Collection 658.048 F

Wiley Not-for-Profit GAAP 2013: Interpretation and Application of Generally Accepted Accounting Principles
Larkin, Richard F.
Wiley, 2013
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
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
6th ed. Foundation Center, 2012
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.
8th 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, 2011
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
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

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
3rd ed. Carroll & Graf, 2009
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.
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.
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
Includes information on how to research funders, write a letter of intent and evaluate a proposal.
Grants Collection 658.152 C
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
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.
2nd 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.
3rd ed. Nolo, 2010
Practical tips and tactics including worksheets for meeting the greatest challenge all nonprofits face—raising money.
Grants Collection 658.152 B

Fundraising Basics: A Complete Guide
Ciconte, Barbara Kushner
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
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.
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
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.
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.
Grants Collection 394.2068 A

**Promoting Issues and Ideas: A Guide to Public Relations for Nonprofit Organizations**
M Booth & Associates, Inc.
2nd 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

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.  
2nd 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