



Grant Guidance

Thomas-Forbes & Kester, LLC

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“The skill of writing is to create a context in which other people can think.”

—Edwin Schlossberg

INSIDE THIS ISSUE:

- When the Grant Writer HAS to Plan Programs 2
- Spotlight on UPS Foundation 3
- Grants Questions Answered 3
- Upcoming Grant Opportunities 4

Contact us!

Cheryl Kester, CFRE
ckester@cox.net
(479) 582-1053

Melanie Nolen
melanie@tfkgrants.com
(479) 582-4602

www.tfkgrants.com

Join Us for Upcoming TFK Workshops!

Spring is a busy year for TFK on many fronts. Not only are we diving head-first into proposals for many federal grant programs, but we are also offering workshops and trainings across the country.

Cheryl delivered a workshop at the Association of Fundraising Professionals (AFP) international conference in Baltimore last week, and will be also presenting the following workshops in April and May. Please make plans to join us!

Federal Grants: Yes! You Can!
[TX Assoc. of Nonprofit Organizations](#)
Live webinar
April 21, 2010; 2:00pm CST

Grantseeking Basics: How to Find and Apply for Grant Funding
The Summit: Where Volunteer, Philanthropy and Nonprofit Leaders Meet
35th State Conference
Holiday Inn and Convention Center,
Springdale, Arkansas
April 29, 2010; 10:30am—11:45am

Grant Writer’s Conundrum: Helping to Develop Projects
[“Building a Solid Foundation: Tools of the Grants Trade”](#)
Chicago Area AAGP Chapter Conference
May 7, 2010; 8:30am—11:30am

Are You Ready for Federal Grants?
[“Building a Solid Foundation for Philanthropy: Moving Beyond the Basics”](#)
Association of Fundraising Professionals
St. Louis Biennial Conference 2010
May 20, 2010; 8:45am—10:00am

You can always check our [website](#) throughout the year for upcoming workshops and speaking engagements.

In addition, please mark your calendar now and make plans to attend the [American Association of Grant Professionals Annual Conference](#) on Nov. 3-6 in St. Petersburg, Florida! While workshops haven’t been announced yet, this event always delivers quality training for grant professionals and great networking.

Elizabeth Glaser Pediatric AIDS Foundation seeks Vice President for Development

The Elizabeth Glaser Pediatric AIDS Foundation, a global leader in the fight against pediatric HIV and AIDS, is pleased to announce an extraordinary opportunity for a Vice President of Development. The VP for Development will lead the organization to substantially increase unrestricted funds for programs, research, and advocacy, and will design a dynamic and targeted fundraising program with specific emphasis on diversifying, increasing, and sustaining unre-

stricted resources. The ideal candidate should have a Bachelor’s degree and relevant higher education strongly preferred; 10+ years experience of demonstrated success in fundraising within the international development community, and proven leadership skills, with unique ability to hire, mentor and develop a dynamic and top performing team. To learn more, visit our website at www.pedaids.org. For inquiries, Angeli Virata: avirata@pedaids.org.



“Grants professionals play a huge, unsung role in shaping their organizations for the future.”

But It’s Not My Job! When the Grant writer HAS to Plan Programs

By Cheryl L. Kester

When I first became a grants professional at my small university, I tried to draw a bright line between what I saw as my duty to identify funders and prepare proposals and others’ duties to design programs. Since then, I’ve gained confidence in the value of my contributions to planning and budgeting, and discovered I have the “I can’t stand to let this fail” personality trait. We “grant writers” have very valuable knowledge and skills to contribute to program planning.

- **Knowledge of Guidelines**—You are the one with the most intimate knowledge of the requirements of the guidelines, and can guide a wandering concept back on track to ensure fundability.
- **Long-Term View**—Because you’ve “been there, done that,” you’re already thinking about how your final report is going to read. This long-term view can influence the design of the program and avoid “over promising.”
- **Experience with Budgets**—You have the most experience preparing the types of budgets funders like to see. You know to explain how you arrived at your salary numbers. You know to include a column listing your agency’s contributions. You can remind the project director of items like long distance and photocopies that he might overlook.
- **Resources**—You’re the one with the contacts you can call and ask for successful proposal samples. Because you research the foundation’s other gifts, you can help the program people emphasize the elements that will most appeal to the funder.
- **A “Big Picture” View**—The program committee has some really cool activities they want the grant to pay for. You can encourage them to visualize how diabetes testing, children’s swimming lessons, and housing assistance fit into a cohesive whole, something that can be called a “program.”
- **Evaluation, Evaluation, Evaluation**—Plan on reminding the program people they need an assessment plan, some plan, any plan, please, that is more than just a “survey.” Fortunately, you’ve seen several in other proposals, and you can give them great ideas.

Even when project directors have designed a program or written a narrative, the grants professional may need to refine the program concept to fit the guidelines or re-write large parts of the narrative into a style the funder can understand. It is your job to “think of everything,” because the program team probably won’t. However, you can’t do everything. So, you need good relationships with the program people and the ability to get from them the information you need to craft a fundable proposal.

(This article is condensed from an article by the same title published by *Grants & Foundation Review* at CharityChannel.com, March 9, 2004)

Funder Spotlight: UPS Foundation

The [UPS Foundation](#) awards over \$40 million each year to organizations across the United States and abroad for projects relating to Economic and Global Literacy, Environmental Sustainability, Nonprofit Effectiveness, Diversity, and Community Safety.

The application process can be a tricky one to decipher. Many thanks to Christina Womack of the [Arkansas Single Parent Scholarship Fund](#) for sharing her research on the Foundation's giving procedures with us!

She reports that while the UPS Foundation operates both a corporate and local giving program, it is placing more and more emphasis on its local program. She describes the process by which organizations can apply for a local grant:

"Local grants are awarded to organizations that UPS employees feel passionate

about. The process starts with UPS employees volunteering with an organization. Once a UPS employee logs 50 hours of service to the organization, he/she can submit the name of the organization to his/her HR manager. The organization then becomes eligible to submit an inquiry."

We recommend polling your board members and volunteers to assess if any of them have a tie to UPS that they might be able to leverage to make your organization eligible to apply. The national contact for the Foundation is listed below.

Ken Sternad, President
55 Glenlake Parkway NE
Atlanta, GA 30328
(404) 828-6000

Grants Questions Answered

Q. How can I stay informed about funding opportunities for my organization?

A. Funding opportunity research is complex and time consuming. However, there are several ways to stay on top of current opportunities for your organization. First, we recommend subscribing to or checking resources that publish funding opportunities. Join [CharityChannel](#) and regularly read Don Griessman's grant opportunities list. It is a great resource and well worth the small membership fee. Additionally, [Grant Station](#) and the [Society for Nonprofit Organizations \(SNPO\)](#) publish funding alerts in their newsletters. Subscribe to [Philanthropy News Digest](#) (published by the Foundation Center) for their list of RFPs. Second, network with fundraisers from other organizations; send them relevant opportunities when you come across them and hopefully they will return the favor. Finally, if you're looking for federal opportunities, [Grants.gov](#) lists all open funding programs. However, it is cumbersome and difficult to search. We recommend conducting searches on the websites of federal agencies relevant to your field. These will also list annual grant programs that are not currently in cycle so you can know when to expect them and plan accordingly.



Thomas-Forbes & Kester, LLC
Grants Consultants
Fayetteville, AR 72704
(479) 582-1053
info@tfkgrants.com
www.tfkgrants.com

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Codes of Ethics of :



Thomas-Forbes & Kester, LLC is committed to serving non-profits through grant writing, training, strategic planning and program design and evaluation. The principles and associates have been employed by non-profit organizations, been volunteers and served on non-profit boards. We know you and are committed to your mission.

Please visit our website for more information: www.tfkgrants.com.

You may request to be removed from our newsletter mailing list at any time by sending an email to melanie@tfkgrants.com.

Upcoming Grant Opportunities

The Mary Kay Foundation

P.O. Box 799044

Dallas, Texas 75379-9044

Tel: 1-877-652-2737

MKCares@TMKF.org

Giving for cancer research and to women's shelters

Grant range: \$20,000 for shelter grants;

\$50,000 for research grants

Deadline: June 30 for shelter grants and mid-February for cancer research grants

For more information and an application, visit the [Mary Kay Foundation](http://www.marykayfoundation.org) online.

Dorothea Haus Ross Foundation

Contact: Wayne C. Cook, Fdn Executive

1036 Monroe Avenue

Rochester, NY 14620

Tel: 585-473-6006

info@dhrossfoundation.org

Giving to projects benefiting vulnerable children in the US and worldwide

Grant Range: \$1,000—\$15,000

Deadline: none

For more information, visit the [Dorothea Haus Ross Foundation](http://www.dorothea-haus-ross.org) online.

Target Store Grant Program

Community.Relations@target.com

Giving to school field trips, early childhood reading, and the arts

Grant range: \$2,000

Deadline: 4/30 arts & reading; 9/30 field trips

For more information and to apply, visit [Target Store Grants](http://www.target.com) online

Federal Save America's Treasures Program

saveamericastreasures@nthp.org

Tel: 202-588-6012

Giving for preservation/conservation of American historic properties, artifacts, & collections

Grant range: \$25,000—\$700,000

Deadline: May 21, 2010

For more information and to apply, visit [Save America's Treasures](http://www.saveamericastreasures.org) program online.