



# 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

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## Client Successes

Congratulations to John Brown University in Arkansas for receiving a National Endowment for the Arts Challenge America grant! This grant will support JBU's *Giving Voice* literary festival 2010. Workshops and readings will be offered in writing, music, and visual art to JBU students as well as provide special opportunities for low-income high school students.

## Arkansas Grant Professionals Meeting

We hope that our Arkansas subscribers will join us on Friday, December 11 at the Arkansas Studies Institute in Little Rock (401 President Clinton Ave, across from the River Market) for a lunch meeting for all Arkansas grants professionals.

The American Association of Grant Professionals already has 12 members in Arkansas and 4,000 people have joined nationwide since the organization formed 11 years ago.

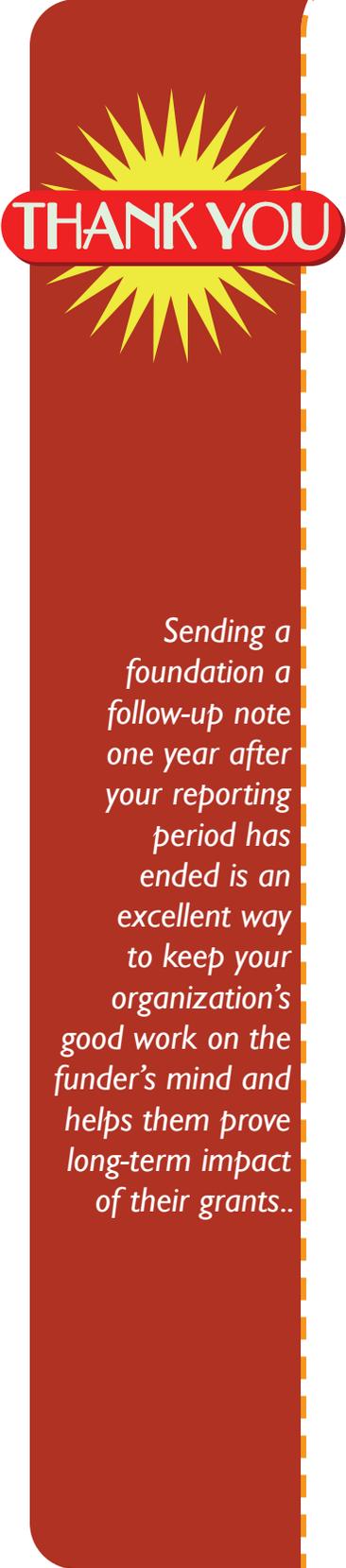
Over 20 states host 37 AAGP chapters, and Arkansas members have expressed interest in starting our own chapter.

The meeting on December 11 will introduce AAGP to people with

responsibility for writing or managing grants. We need to meet one another, network, and leverage our knowledge about the funders in our communities to help each other.

This meeting will also include time at the end to discuss the possibility of forming an Arkansas AAGP chapter. We can continue to meet among ourselves without affiliating with the national organization, so forming a chapter is certainly not required.

However, we will share that whenever we've met AAGP members who do have the benefit of a local chapter, they rave about what they learn. It made us a bit jealous. Please join us if you can on the 11th.


 THANK YOU

*Sending a foundation a follow-up note one year after your reporting period has ended is an excellent way to keep your organization's good work on the funder's mind and helps them prove long-term impact of their grants..*

## Giving Thanks for our Funders

### By Cheryl L. Kester

Not only because of the time of year, but also because many foundations are feeling a little “beat up” right now because they are having to reduce their grants or even lay off staff, this is an excellent time to pause from our frantic grant writing duties and put ourselves in the funder’s shoes and send one more thank you.

Program officers often comment that they only hear from grantees when they want money. Of course, if you have a report due in December, you will submit that in a timely manner, thanking the foundation once again for its support.

However, if no report is required, the end of the year is still a good time to update those who have funded you at some time during the year, or even the last two years. Especially if it has been a year or two since the grant-funded building opened, or the new counselor has been serving the elderly, and your official grant reporting period has completed, it’s nice to send a follow-up note.



#### Ideas for Foundation Updates

1. *Photo of recipient enjoying the services or equipment the grant funded*
2. *Thank you note from or story about a recipient of grant-funded services*
3. *Copy of a newspaper article about events happening in the grant-funded facility*
4. *Report on special events the Foundation was unable to attend.*

Try to get photographs of students with their new backpacks or patients being screened (protect privacy). If there was a building dedication, a special concert, or the students took a field trip in the new van, report on that. You strike gold when local news media run stories about your programs or facilities, especially if you can get them to mention that the services were partially funded through a generous grant from the Big Money Foundation.

Send your photos, notes or clippings off with a note to your program officer that says you wanted to express your thanks once again for the foundation’s generous support and update them on the good their funds are accomplishing in the community.

Program officers often have to justify to their Boards the impact and effectiveness of prior grants that have been made. Anything you can send them that addresses long-term impact enables them to better advocate for grants for similar projects in the future. They’ll thank you!

FOR OUR ARKANSAS SUBSCRIBERS:



AMERICAN ASSOCIATION  
of GRANT PROFESSIONALS<sup>SM</sup>

## Arkansas Chapter Formation Meeting

Friday, December 11  
11:30 am-1:30 pm

Arkansas Studies  
Institute  
Room #124

401 President Clinton Ave.  
Little Rock  
(across from the River  
Market)

Box lunches will be  
provided for \$10

RSVP required to  
Cheryl Kester at  
[ckester@cox.net](mailto:ckester@cox.net) or  
(479) 528-1053 to  
reserve your seat and  
your lunch

### ***Why should you come?***

- Meet other Arkansas grant professionals
- Learn about AAGP, including member benefits and educational opportunities
- Be an integral part of the discussion on forming an Arkansas chapter of AAGP
- Network and share/gain information about foundations and funding opportunities for Arkansas grantseekers

### ***Who should come?***

- Anyone responsible for seeking or managing grant funds.
- Members include:
- Grants directors from non-profits, schools and municipalities
- Executive directors
- Consultants
- Foundation staff

### ***We hope to see you there!***

The mission of AAGP is to build and support the community of grant professionals committed to serving the greater public good by practicing the highest ethical and professional standards. AAGP has 37 chapters in 22 states. For more information, please visit <http://grantprofessionals.org>.

## Review of Federal Proposals Available to Arkansas Nonprofits

The [Arkansas Coalition for Excellence \(ACE\)](#), Arkansas’s state association of nonprofit organizations, has received support from the [Winthrop Rockefeller Foundation](#) to implement programs that will increase the number of Arkansas nonprofits competing for federal grants available through the American Recovery and Reinvestment (ARRA) act.

Through its “ARRA Access Project,” ACE is offering free review of federal proposals from any nonprofit organization in Arkansas who would like assistance. ACE will match each participating nonprofit with a qualified consultant who has expertise in the nonprofit’s subject area to review proposals.

Services offered through the ARRA Access Project also include determining eligibility, project design, financial or personnel management, and evaluation.

Nonprofits wishing to participate in the ARRA Access Project should complete and submit an [ARRA Access Project application](#), available on ACE’s website.

Nonprofits in Arkansas and across the country wishing to apply for ARRA funding can check [information and announcements](#) on funding opportunities updated regularly on ACE’s website, and can also sign up for e-mail alerts when funding announcements are updated.

## Grants Questions Answered

- Q. A grant program that is a good fit for my organization just crossed my desk, but it is too late for us to put a proposal together. What should I do?
- A. Many grant programs come out every year, or (particularly in the case of federal grants) every few years. If you have found a grant program whose timeframe is too tight for you to put together a good proposal, print the guidance (some programs remove their guidance after the cycle ends) and plan to apply next year. Most programs do not change drastically, so begin putting together the materials you will need for next year. Keeping an ongoing “grants calendar” with opportunities you know you will want to apply for in the following months or years will help you better manage your grant-seeking time, and will ensure that you are fully prepared. You can start working on the proposal several months before the next year’s grant cycle is announced, and simply tweak your proposal to fit any changes in the guidance. Having more time to put together a quality proposal will alleviate your stress and make you more competitive.



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We are members of and follow the  
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](http://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](mailto:melanie@tfkgrants.com).

## Upcoming Grant Opportunities

### **Bank of the West Charitable Contributions**

180 Montgomery Street, 14th Floor  
San Francisco, CA 94104  
Tel: (800) 488-2265  
Grant Range: unknown  
Deadline: none  
*Giving for Community & Economic Development, Education & Job Training, Health & Human Care, and Civic/Cultural Programs in [communities that the bank serves](#).*  
For more information and to apply, visit [Bank of the West](#) online.

### **ING Unsung Heroes Program**

One Scholarship Way  
P.O. Box 297  
St. Peter, MN 56082  
Tel: (507) 931-1682; (800) 537-4180  
Email: [ing@scholarshipamerica.org](mailto:ing@scholarshipamerica.org)  
Grant Range: \$2,000—\$25,000  
Deadline: April 30, 2010  
*Giving to K-12 education projects in all states*  
For more information and to apply, visit [ING Unsung Heroes](#) online.

### **Doris Duke Charitable Foundation**

650 Fifth Avenue, 19th Floor  
New York, NY 10019  
Tel: (212) 974-7000  
Fax: (212) 974-7590  
Grant Range: varies by program  
Deadlines: varies by program  
*Giving to projects in the arts, environment, medical research, and child abuse prevention*  
For details of each program, visit the [Doris Duke Charitable Foundation](#) online.

### **BJ's Charitable Foundation**

P.O. Box 9614  
One Mercer Rd.  
Natick, MA 01760  
Grant Range: \$5,000—\$55,000  
Deadlines: July 10, Oct 9, & Jan. 8  
*Giving to projects benefiting children and families in communities with BJ's locations.*  
For more information, visit [BJ's Charitable Foundation](#) online.