

SECTION VI

Finding Funding

Running a volunteer program may also involve finding funding sources. This task can seem overwhelming, especially when this involves securing enough money to fund a staff position. Remember that funders are much more likely to fund programs than people, so you should have an organized plan for what your program will do. The majority of information in this section focuses on finding funding in the way of grants. However, below are some other ideas for funding volunteer programs.

Funding needs for school-based volunteer programs

Here are some of the things that volunteer programs may need funding for:

- ❖ Program staff (Volunteer Coordinator?)
- ❖ Marketing materials like flyers, brochures, news paper ads
- ❖ Program materials used by volunteers, like paper or books
- ❖ Hospitality items, volunteer appreciation gifts and events
- ❖ Training and resource costs

Grants

Many schools have sought funding for their programs through grants. Some have managed to secure funding for staff positions, while a host of others have successfully received grants for a variety of other program needs. In the following pages you will find some information and strategies for finding funding through grants. Remember that your school does not have to hire a professional grant writer to undertake this effort. While some grants call for extensive proposals, many grants come through a combination of personal interactions, story telling, and a small amount of technical writing.

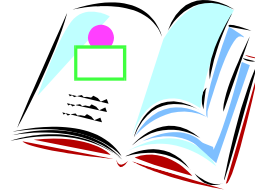
Other Funding Sources

While money is scarce in our school systems, some funding may be available through school and community-based funding. Check to see if these types of funding might be possible at your school.

- ❖ **PTSA-School Partnerships**—Many schools fund volunteer programs through a stipend provided by the PTA.
- ❖ **Public School Funds**—Your programs may be an effective way for your school to spend money that is allocated through their budget for specific purposes like family involvement, student support services or school improvement.
- ❖ **Community Partnerships**—Some schools have formed a partnership with a community-based agency with a mission that supports school-age services. They have been able to provide staffing and/or program funds.

Where To Find Information on Funders?

- ❖ Internet
- ❖ Publications/books, magazines, bulletins, periodicals
- ❖ Your board, friends – who do they know?
- ❖ Library (especially Redmond KCLS and Seattle Public Library)
- ❖ Similar agencies
- ❖ Companies your clients/agency patronizes
- ❖ Programs/donors listed on the walls
- ❖ Newspapers



Useful Resources for Grantwriters

Libraries

Both of these sites are “Cooperating Collections” of the Foundation Center:

- ❖ Seattle Public Library – Downtown; Business Department
- ❖ Redmond Branch of the King County Library System

Books

- ❖ Grantmakers Directory – National Network of Grantmakers
- ❖ Philanthropy Northwest Member Directory – phone 206-770-9423 to order
- ❖ Measuring Program Outcomes: A Practical Approach (United Way)
- ❖ Community Assessment for 2002-2004 – United Way of King County
- ❖ Puget Sound Business Journal Book of Lists
- ❖ How to Form a Nonprofit Corporation – Anthony Mancuso
- ❖ Charitable Trust Directory – Washington State Secretary of State
- ❖ Foundation Center Guide to Proposal Writing
- ❖ Grantseeker’s Toolkit, Cheryl Carter New and James Quick
- ❖ Grassroots Grants – Andy Robinson
- ❖ Demystifying Grant Seeking – Larissa Brown and Martin Brown
- ❖ Fundraising for Social Change – Kim Klein
- ❖ Fundraising for the Long Haul – Kim Klein
- ❖ Storytelling for Grantseekers – Cheryl Clarke

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Magazines and Periodicals

- ❖ The Chronicles of Philanthropy
- ❖ Grassroots Fundraising Journal
- ❖ Education Grants Alert
- ❖ Foundation & Corporate Grants Alert
- ❖ Grantsmanship Center Magazine
- ❖ Foundation News and Commentary
- ❖ Foundation & Corporate Funding Advantage
- ❖ Grants for K12
- ❖ Successful Fundraising



Internet Sites

- ❖ Seattle Schools Grant Services – <http://www.seattleschools.org/area/finance/grant/index.xml?wrapper=0>
- ❖ The Foundation Center – <http://fdncenter.org/>
- ❖ Guidestar – www.guidestar.org/index.html
- ❖ GrantSmart – www.grantsmart.org
- ❖ Council on Foundations – www.cof.org/
- ❖ Association of Small Foundations – www.smallfoundations.org/
- ❖ The Giving Forum: Regional Association of Grantmakers – www.rag.org/
- ❖ National Network of Grantmakers – http://www.nng.org/html/resources/reslinks_table.htm
- ❖ Philanthropy Northwest – www.philanthropyNW.org/
- ❖ Puget Sound Grantwriters Association – www.grantwriters.org
- ❖ King County Library (Redmond Branch) Nonprofit and Philanthropy Resource Center – <http://www.kcls.org/sc/nprc.html>
- ❖ Catalog of Federal Domestic Assistance – www.cfda.gov
- ❖ The Grantsmanship Center – www.tgci.com/
- ❖ David Lamb's Prospect Research Site – www.lambresearch.com/

ListServe for Fundraising/Grants/Philanthropy

There are over 50 specific ListServes for a wide variety of philanthropic and fundraising needs (free) at the site below. You can subscribe to the forums that are helpful to you.

http://charitychannel.com/resources/Forums/All_Public_Forum/index.html

Note: Some ListServes will send you many communications. Subscribe to those you know you will want to hear from and know how to unsubscribe from the list.

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K-12 Education Grant Resources

Written

- ❖ Chronicles of Philanthropy
- ❖ Education Grants Alert (Aspen Publishers)
- ❖ Grants for K-12 Hotline
- ❖ Charitable Trust Directory for Washington State
- ❖ Philanthropy Northwest Member Directory



Internet

- ❖ Seattle Schools Grant Services
<http://www.seattleschools.org/area/finance/grant/index.xml?wrapper=0>
- ❖ Office of Superintendent of Public Instruction
www.k12.wa.us
- ❖ Puget Sound Grantwriters Association
www.grantwriters.org
- ❖ Department of Education
www.ed.gov
- ❖ Bring Home the Bacon
bringhomebacon@netpals.lsoft.com
- ❖ Charity Channel
<http://charitychannel.com>
- ❖ School Grants
www.schoolgrants.org

Organizations

- ❖ Puget Sound Grantwriters Association (PSGA)
- ❖ Northwest Development Officers Association (NDOA)
- ❖ Educational Affinity Group
- ❖ Seattle Public Library (Foundation Center Satellite)
- ❖ Redmond Public Library (Foundation Center Satellite)

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Basic Components of Most Grant Proposals

- ❖ Mission statement
- ❖ Goals and objectives
- ❖ History/story of organization
- ❖ Needs statement/problem you plan to address
- ❖ Description of project
- ❖ Action plan (how will you carry out the project?)
- ❖ Short biographies of essential personnel
- ❖ Funding plan
- ❖ Evaluation
- ❖ Budget
- ❖ Cover letter



Things to Remember When Writing Your Proposal

- ❖ Be realistic about what you can do.
- ❖ Read the guidelines set by the grant maker and follow them exactly.
- ❖ Whenever possible, show that you are engaged in a collaborative effort with others in the community.
- ❖ Write clearly, persuasively, and concretely.
- ❖ Avoid slang, jargon, and acronyms.
- ❖ Make the proposal look visually interesting: white space, graphs, different fonts, bolding, and pictures.
- ❖ Pay strict attention to the deadlines.
- ❖ Assemble a team, with clear responsibilities, before writing.
- ❖ Whenever possible, talk with the funder before you submit the proposal.
- ❖ **READ THE GUIDELINES, READ THE GUIDELINES, READ THE GUIDELINES!!!!**

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Useful Documents To Have When Writing Proposals

Having documentation to refer to will help give substance to your proposal. It is important that your proposal matches the mission and priorities of the school, compliments other programs, and is substantiated by data whenever possible.

- ❖ School Annual Report – contains information about ethnicity of ethnicity of students, number of students eligible for free reduced lunch, ESL families, special education, etc.
- ❖ WASL, ITBS, DWA scores (also often in annual report)
- ❖ Overview of programs your school offers, especially unusual programs or special populations served.
- ❖ School Transformation Plan
- ❖ School Technology Plan
- ❖ Assets and Deficits of your school
- ❖ EALRs and standards promulgated by District, OSPI, Feds
- ❖ Research linking arts, technology, science, etc. to standards and student academic achievement.

