

**Potential Grant Resources for Child Care Facilities**  
**Development in California**





This document, *Potential Grant Resources for Child Care Facilities Development in California* ©September 2002, was prepared by the Building Child Care (BCC) Project, a collaboration of organizations working together to provide a centralized clearinghouse of information and services designed to improve child care providers' access to financial resources for facilities development projects in California.

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please call (888) 411-3535  
or visit the project website at [www.buildingchildcare.org](http://www.buildingchildcare.org).



## **Potential Grant Resources for Child Care Facilities Development in California**

This list is comprised of foundations that have a history or an interest in funding child care programs, capital campaigns, and/or building and facilities development projects. Please note, however, that none of the foundations listed here are guaranteed to provide funding for child care facilities development, they are only identified as potential grant resources.

### **A few key points to keep in mind as you review this list:**

1. Foundations typically provide funds only to nonprofit organizations and rarely provide funding for for-profit programs or family child care homes.
2. A foundation's available resources and funding interests are subject to change from year to year so if it has funded child care facilities development projects in the past that does not necessarily mean that it currently funds similar projects.
3. Though we have tried to identify contact personnel at these foundations, these contacts are liable to change so be prepared to ask for the current staff person who would be most appropriate to discuss your child care facilities development project.
4. A single grant from a foundation is rarely large enough to cover an entire child care facilities development project, so you should be prepared to look into multiple sources of funding (including loans and other sources of equity).
5. Your local Prop 10 Children and Families Commission might offer facilities development grants for both child care centers and family child care homes. You can find out their contact information on the California Children and Families Commission website at [www.cafc.ca.gov/countyinfo.htm](http://www.cafc.ca.gov/countyinfo.htm), or by calling (916) 323-0056.
6. The Grantsmanship Center [www.tgci.com](http://www.tgci.com) has information on Community Foundations in California that often offer small grants to local organizations such as child care programs. These grants might be accessible to you for funding the purchase of equipment and classroom materials.
7. For more assistance in your search for grant funding you can visit the Foundation Center Online at [www.fdncenter.org](http://www.fdncenter.org).

Foundation Name	Geographic Focus	Contact Information
<i>Ayrshire Foundation</i>	Statewide- preference given to communities where one or more trustees live	301 E. Colorado Blvd., No 802 Pasadena, CA 91101 P: (626) 795-7583 Contact: James N. Gamble, President
<i>William C. Bannerman Foundation</i>	Los Angeles Area	9255 Sunset Blvd., Suite 400 West Hollywood, CA 90069 Contact: Elliot Ponchick, President
<i>Donald R. Barker Foundation</i>	Statewide	P.O. Box 936 Rancho Mirage, CA 92270-0936 P: (760) 324-2656 Contact: Nancy Harris, Executive Administrator
<i>K &amp; F Baxter Foundation, Inc.</i>	Statewide for general grants Grants to schools are limited to Alameda, Contra Costa, San Francisco, and Los Angeles Counties	P.O. Box 13053 Berkeley, CA 94712-4053 P: (510) 524-8145 Contact: Stacy Bell, Executive Director Fax: (510) 524-4101 Email: <a href="mailto:KFBaxterfound@aol.com">KFBaxterfound@aol.com</a> Website: <a href="http://www.kfbaxterfoundation.com">www.kfbaxterfoundation.com</a>
<i>Bothin Foundation</i>	Statewide, with emphasis on San Francisco, Marin, Sonoma, San Mateo and Santa Barbara Counties	P.O. Box 29906 San Francisco, CA 94129 P: (415) 561-6540 Contact: Lyman H. Casey, Executive Director Fax: (415) 561-6477 Website: <a href="http://www.pacificfoundationservices.com/bothin/index.html">www.pacificfoundationservices.com/bothin/index.html</a>
<i>C.A.W. Foundation</i>	Primarily in San Francisco, San Benito, Mendocino, San Luis Obispo and southern Monterey Counties	P.O. Box 29906 San Francisco, CA 94129 P: (415) 561-6540 Contact: Mary Gregory, Executive Director Website: <a href="http://www.pacificfoundationservices.com/caw">www.pacificfoundationservices.com/caw</a>
<i>Caruso Family Foundation</i>	Statewide	100 Wilshire Blvd., Suite 1400 Santa Monica, CA 90401 P: (310) 445-0076 Contact: David J. Liston, C.F.O

Foundation Name	Geographic Focus	Contact Information
<i>Clorox Company Foundation</i>	Primarily in Oakland, its headquarters community, and in areas where company facilities are located	1221 Broadway 13 <sup>th</sup> Floor Oakland, CA 94612 P: (510) 271-7751 Contact: Victoria Jones Fax: (510) 208-4103 Website: <a href="http://www.clorox.com/company/foundation">www.clorox.com/company/foundation</a>
<i>Confidence Foundation</i>	Primarily in Los Angeles	625 Fair Oaks Ave., Suite 360 South Pasadena, CA 91030 P: (626) 441-5188 Contact: Linda Blinkenberg, President Fax: (626) 441-3672
<i>Sylvan C. Coleman Foundation</i>	Statewide	C/o The Bank of New York, Tax Dept. 1 Wall St., 28 <sup>th</sup> Floor New York, NY 10286 Contact: Clarence B. Coleman, Trustee Application address: 2401 Merced St., San Leandro, CA 94577
<i>S.H. Cowell Foundation</i>	Statewide, excluding Southern California	120 Montgomery St., Suite 2570 San Francisco, CA 94104 P: (415) 397-0285 Contact: Susan Vandiver, Vice President Fax: (415) 986-6786 Website: <a href="http://www.shcowell.org">www.shcowell.org</a>
<i>Crail-Johnson Foundation</i>	Primarily in Los Angeles County	222 W. 6 <sup>th</sup> St., Suite 1010 San Pedro, CA 90731 P: (310) 519-7413 Contact: Eric C. Johnson, Chairman Fax: (310) 519-7221 Website: <a href="http://www.crail-johnson.org">www.crail-johnson.org</a>
<i>Deluxe Corporation Foundation</i>	California communities where Deluxe offices are located: Antelope Valley, Chatsworth, San Jose	P.O. Box 64235 St. Paul, MN 55164 P: (651) 787-5124 Contact: Jennifer Anderson Website: <a href="http://www.deluxe.com/dlxab/deluxe-foundatoin.jsp">www.deluxe.com/dlxab/deluxe-foundatoin.jsp</a>

Foundation Name	Geographic Focus	Contact Information
<b><i>Department of Health and Human Services, Child Care Bureau</i></b>	Grants available to Federally recognized Tribal Governments for child care programs through the Child Care and Development Block Grant (Child Care and Development Fund (CCDF))	330 C Street, SW Washington, DC 20447 P: (202) 690-6782 F: (202) 690-5600 Website: <a href="http://www.acf.dhhs.gov/programs/ccb">www.acf.dhhs.gov/programs/ccb</a>
<b><i>Walt-Disney Company Foundation</i></b>	Primarily in Los Angeles and Orange Counties	500 S. Buena Vista St. Burbank, CA 91521 P: (818) 560-1006 Contact: Tillie Baptie, Executive Director Or Doris Smith Website: <a href="http://disney.go.com/disneyhand/contributions/wdcfoundation.html">http://disney.go.com/disneyhand/contributions/wdcfoundation.html</a>
<b><i>Carrie Estelle Doheny Foundation</i></b>	Primarily in Los Angeles Area	707 Wilshire Blvd., Suite 4960 Los Angeles, CA 90017 P: (213) 488-1122 Contact: Nina Shepard, C.A.O Fax: (213) 488-1544 Email: <a href="mailto:Shirley@dohenyfoundation.org">Shirley@dohenyfoundation.org</a> Or <a href="mailto:peggy@dohenyfoundation.org">peggy@dohenyfoundation.org</a> Website: <a href="http://www.dohenyfoundation.org">www.dohenyfoundation.org</a>
<b><i>Dreyer's Grand Ice Cream Foundation</i></b>	Primarily Oakland and the East Bay (Large and Small Grants, and a Community Bus program available for local field trips)	5929 College Ave. Oakland, CA 94618 P: (510) 450-4586 Website: <a href="http://www.dreyers.com/dreyersfoundation/">www.dreyers.com/dreyersfoundation/</a>
<b><i>Dunspaugh-Dalton Foundation, Inc.</i></b>	Primarily in San Francisco and Monterey Counties	1533 Sunset Dr., Suite 150 Coral Gables, FL 33143 P: (305) 668-4192 Contact: William A. Lane, Jr., President Fax: (305) 668-4247
<b><i>Georges &amp; Germaine Fusenot Charity Foundation, Inc.</i></b>	Statewide	7060 Hollywood, CA 90028 P: (323) 461-4453 Contact: Richard G. Herlihy, Manager Application address: 590 N. Rossmore Ave., Apt. 10 Los Angeles, CA 90004



**Foundation Name****Geographic Focus****Contact Information**

<b><i>Gannett Foundation</i></b>	In Gannett Company communities: Palm Springs, Sacramento, Salinas, Visalia	<p>The Desert Sun 750 North Gene Autry Trail Palm Springs, CA 92263 P: (760) 778-4502 Contact: <a href="#">Mindy Watkins</a></p> <p>KXTV-TV (Channel 10, ABC) PO Box 10 Sacramento, CA 95812-0010 P: (916) 441-2345 Contact: <a href="#">Laverne Blair</a></p> <p>The Californian 123 W. Alisal St. Salinas, CA 93901 P: (408) 424-2221 <a href="#">Contact:</a> Julie Graulich</p> <p>Visalia Times-Delta 330 North West St. Visalia, CA 93277 P: (559) 735-3200 <a href="#">Contact:</a> Melanie Casares</p>
<b><i>John Gogian Family Foundation</i></b>	Primarily in Los Angeles County	3305 Fujita St. Torrance, CA 90505 Contact: Lindsay Ewry, Managing Director
<b><i>John and Marcia Goldman Foundation</i></b>	Statewide, with emphasis on Los Angeles and San Francisco	10400 Deer Valley Rd. North Brentwood, CA 94513 P: (925) 978-0320 Contact: Janet Lindsay, Executive Director Email: <a href="mailto:jlindsay14@aol.com">jlindsay14@aol.com</a>
<b><i>Lisa and Douglas Goldman Fund</i></b>	Primarily in San Francisco Bay Area	1 Daniel Burnham Ct., Suite 330C San Francisco, CA 94109 P: (415) 771-1717 Contact: Nancy Kami, Executive Director Fax: (415) 771-1797

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<b><i>Richard &amp; Rhoda Goldman Fund</i></b>	Primarily in San Francisco Bay Area	1 Lombard St., Suite 303 San Francisco, CA 94111 P: (415) 788-1090 Contact: Robert Gamble, Executive Director Fax: (415) 788-7890 Email: <a href="mailto:info@goldmanfund.org">info@goldmanfund.org</a> Website: <a href="http://www.goldmanfund.org">www.goldmanfund.org</a>
<b><i>Josephine S. Gumbiner Foundation</i></b>	Long Beach	401 E. Ocean Blvd., Suite 503 Long Beach, California 90802 P: (562) 437-2882 Contact: Julie Meenan, Executive Director Fax: (562) 437-4212 Website: <a href="http://www.gumbiner.com">www.gumbiner.com</a>
<b><i>Miriam and Peter Haas Fund</i></b>	Primarily in San Francisco	201 Filbert St., 5 <sup>th</sup> Floor San Francisco, CA 94133 P: (415) 296-9249 Contact: David Thesell, Grants Manager Fax: (415) 296-8842 Email: <a href="mailto:dThesell@mphf.org">dThesell@mphf.org</a>
<b><i>Walter and Elise Haas Fund</i></b>	Primarily in San Francisco, sometimes available for Alameda, Marin, and San Mateo Counties as well	1 Lombard St., Suite 305 San Francisco, CA 94111 P: (415) 398-4474 Contact: Bruce Sievers, Executive Director Website: <a href="http://www.baassr.org">www.baassr.org</a>
<b><i>Crescent Porter Hale Foundation</i></b>	San Francisco Bay Area	655 Redwood Hwy., Suite 301 Mill Valley, CA 94941 P: (415) 388-2333 Contact: Ulla Davis, Executive Director Fax: (415) 381-4799
<b><i>George Hoag Family Foundation</i></b>	Statewide with emphasis on Orange County	2029 Century Park E., Suite 4392 Los Angeles, CA 90067 P: (310) 785-0690 Contact: W. Dickerson Milliken

Foundation Name	Geographic Focus	Contact Information
<i>R.D. &amp; Joan Dale Hubbard Foundation</i>	Statewide	P.O. Box 2498 Ruidoso, New Mexico 88355 P: (505) 258-5919 Contact: James Stoddard, Executive Director Fax: (505) 258-3749
<i>Humboldt Area Foundation</i>	Humboldt, Del Norte, Siskiyou, and Trinity Counties	P.O. Box 99 Bayside, CA 95524 P: (707) 442-2993 Contact: Peter Pennekamp, Executive Director Fax: (707) 442-3811 Email: <a href="mailto:hafound@hafoundation.org">hafound@hafoundation.org</a> Website: <a href="http://www.hafoundation.org">www.hafoundation.org</a>
<i>Hutton Foundation</i>	Primarily in Orange and Santa Barbara Counties	101 W. Anapamu St., 4 <sup>th</sup> Floor Santa Barbara, CA 93101 P: (805) 957-4740 Contact: Pam Hamlin Fax: (805) 957-4743 Email: <a href="mailto:lhutton@west.net">lhutton@west.net</a> Website: <a href="http://www.huttonfoundation.org">www.huttonfoundation.org</a>
<i>W.M. Keck Foundation</i>	Los Angeles County	550 South Hope, Suite 2500 Los Angeles, CA 90071 P: (213) 612-2022 Contact: Dr. Dorothy Fleisher, Program Director Website: <a href="http://www.wmkeck.org">www.wmkeck.org</a>
<i>Kimball Foundation</i>	Primarily in San Francisco, San Mateo, Sonoma, Marin, and Santa Clara Counties	P.O. Box 29906 San Francisco, CA 94129 P: (415) 561-6540 Contact: Mary Callender, Program Officer Website: <a href="http://www.pacificfoundationservices.com/kimball/index.html">www.pacificfoundationservices.com/kimball/index.html</a>
<i>Ludwick Family Foundation</i>	Statewide	P.O. Box 1796 Glendora, CA 91740 P: (626) 852-0092 Contact: Patrick Bushman, Executive Vice President <i>Or</i> Joan Bailey, Director of Grants Program

Foundation Name	Geographic Focus	Contact Information
		Fax: (626) 852-0776 Email: <a href="mailto:ludwickfndn@lucwick.org">ludwickfndn@lucwick.org</a> Website: <a href="http://www.ludwick.org">www.ludwick.org</a>
<b><i>McGee Foundation, Inc.</i></b>	Statewide	P.O. Box 18127 Oklahoma City, OK 73154 Contact: Marcia Bieber, President
<b><i>Milken Family Foundation</i></b>	Primarily in Los Angeles Area	C/o Foundations of the Milken Family 1250 4 <sup>th</sup> St., 6 <sup>th</sup> Floor Santa Monica, CA 90401 P: (310) 998-2800 Contact: Dr. Julius Lesner, Senior Vice President Fax: (310) 998-2828 Email: <a href="mailto:admin@mff.org">admin@mff.org</a> Website: <a href="http://www.mff.org">www.mff.org</a>
<b><i>PacifiCorp Foundation for Learning</i></b>	Emphasis on Northern California, primarily where PacifiCorp has operations	825 N.E. Multonamah, Suite 2000 Portland, OR 97232 P: (503) 813-7257 Contact: Isaac Regenstreif, Executive Director Fax: (503) 813-5272 Email: <a href="mailto:pacificorpfoundation@pacificorp.com">pacificorpfoundation@pacificorp.com</a> Website: <a href="http://www.pacificorpfoundation.org/Article/Article167917.html">www.pacificorpfoundation.org/Article/Article167917.html</a>
<b><i>David and Lucile Packard Foundation</i></b>	San Mateo, Santa Clara, Santa Cruz, and Monterey Counties	Children, Families, and Communities Program 300 Second Street Los Altos, CA 94022 Website: <a href="http://www.packard.org">www.packard.org</a>
<b><i>Providian Financial</i></b> (Community Giving Committee)	Communities where Providian has offices	201 Mission Street, 10 <sup>th</sup> Floor San Francisco, CA 94105 P: (415) 278-4336 Contact: Loren Brown Website: <a href="http://www.providian.com/cg/home.htm">http://www.providian.com/cg/home.htm</a>

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<b><i>Ralph M. Parsons Foundation</i></b>	Los Angeles County	1055 Wilshire Blvd., Suite 1701 Los Angeles, CA 90017 P: (213) 482-3185 Contact: Wendy Hoppe, Executive Director Fax: (213) 482-8878
<b><i>Rebuilding Together</i></b>	Provides volunteers, tools, and materials to help with renovation and repair projects for low-income homes and sometimes for non-profit facilities. California programs exist in the following communities:  Albany/Berkeley/Emeryville, Bakersfield, Castro Valley, Diablo Valley, Long Beach, Marin County, Monterey Park, Monterey/Salinas, Mountain Communities, Napa Valley, National City, Oakland, Orange County, Pasadena, Perris Valley, Petaluma, Peninsula, Pomona Valley, Riverside, Rohnert Park, Greater Sacramento, San Diego, San Francisco, Santa Rosa, Silicon Valley, South Central Los Angeles, Tri Cities, West Contra Costa County	1536 16 <sup>th</sup> St. N.W. Washington, DC 20036 P: (800) 4-REHAB-9 Website: <a href="http://www.rebuildingtogether.org/">http://www.rebuildingtogether.org/</a>
<b><i>Rivkin Family Foundation</i></b>	Statewide	836 Prospect St., Suite 202 La Jolla, CA 92037 Contact: Mike Rivkin
<b><i>Rosie's For All Kids Foundation</i></b>	Statewide	PO Box 225 Allendale, NJ, 07401 Contact: Grant Review Committee Email: <a href="mailto:grants@nis.net">grants@nis.net</a> Website: <a href="http://www.wb.com/rosieo/forallkids/">http://www.wb.com/rosieo/forallkids/</a>
<b><i>San Francisco Foundation</i></b>	San Francisco Bay Area	The San Francisco Foundation 225 Bush Street, Suite 500 San Francisco, CA 94104-4224 Contact: Derek Aspacher, Grants Management Fax: (415) 477-2598 Website: <a href="http://www.sff.org">www.sff.org</a>

Foundation Name	Geographic Focus	Contact Information
<i>Charles and Helen Schwab Foundation</i>	San Francisco and San Mateo Counties	1650 S. Amphlett Blvd., Suite 300 San Mateo, CA 94402 P: (650) 655-2412 Contact: Helen Schwab, President Fax: (650) 655-2411 Email: <a href="mailto:info@schwabfamilyfdn.org">info@schwabfamilyfdn.org</a> Website: <a href="http://www.schwabfamilyfdn.org">www.schwabfamilyfdn.org</a>
<i>Sierra Health Foundation</i>	Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano (eastern), Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba Counties	1321 Garden Hwy. Sacramento, CA 95833 P: (916) 922-4755 Contact: Tom Bennett, Program Officer Fax: (916) 922-4024 Website: <a href="http://www.sierrahealth.org">www.sierrahealth.org</a>
<i>Sketch Foundation</i>	Primarily in Los Angeles County	1800 Century Park E., Suite 600 Los Angeles, CA 90067 P: (310) 407-5155 Contact: Christine Hazy Fax: (310) 407-5156
<i>Sprint Foundation</i>	Primarily in Los Angeles and San Francisco	2330 Shawnee Mission Pkwy. Westwood, KS 66205 Mailing address: P.O. Box 11315, Kansas City, MO 64112 Fax: (619) 624-3490
<i>Sidney Stern Memorial Trust</i>	Statewide	P.O. Box 893 Pacific Palisades, CA 90272 P: (310) 459-2117 Contact: Marvin Hoffenberg
<i>Morris Stulsافت Foundation</i>	San Francisco, Alameda, Contra Costa, Marin, Santa Clara, and San Mateo Counties	100 Bush St., Suite 825 San Francisco, CA 94104 P: (415) 986-7117 Contact: Joseph Valentine, Executive Director Fax: (415) 986-2521 Email: <a href="mailto:Stulsافت@aol.com">Stulsافت@aol.com</a> Website: <a href="http://www.stulsافت.org">www.stulsافت.org</a>
<i>S. Mark Taper Foundation</i>	Statewide	12011 San Vicente Blvd., Suite 400 Los Angeles, CA 90049

**Foundation Name****Geographic Focus****Contact Information**

		P: (310) 476-5413 Contact: Raymond F. Reisler, Executive Director Fax: (310) 471-4993 Email: <a href="mailto:reisler@smtfoundation.org">reisler@smtfoundation.org</a>
<b><i>Times Mirror Foundation</i></b>	Emphasis on Southern California	202 W. 1 <sup>st</sup> St. Los Angeles, CA 90012 P: (213) 237-3945 Contact: Program Manager Fax: (213) 237-4782 Website: <a href="http://www.timesmirrorfoundation.org">www.timesmirrorfoundation.org</a>
<b><i>Ueberroth Family Foundation</i></b>	Primarily in Southern California	10880 Wilshire Blvd., Suite 920 Los Angeles, CA 90024 Contact: Virginia Ueberroth, President Application address: P.O. Box 100, Laguna Beach, CA 92652
<b><i>Union Bank of California Foundation</i></b>	Statewide, with emphasis on areas of company operations	400 California St., No.95-91 San Francisco, CA 94104 P: (415) 230-4592 Contact: Bob McNeely Application address: P.O. Box 109, San Diego, CA 92112
<b><i>Universal Studios Foundation</i></b>	Primarily in Los Angeles	P.O. Box 5023 New York, NY 10150 P: (818) 777-1208 Contact: Helen Giambone Application address: 100 Universal City Plaza, Universal City, CA 91608
<b><i>J.B. and Emily Van Nuys Charities</i></b>	Primarily in Los Angeles Area	P.O. Box 2946 Palos Verdes Peninsula, CA 90274 P: (310) 544-8045 Contact: Franklin Moulton <i>Or</i> Diane Wingerning Fax: (310) 541-3077
<b><i>Weingart Foundation</i></b>	Los Angeles, Kern, Orange, Santa Barbara, Riverside, San Bernardino, and Ventura Counties	1055 W. 7 <sup>th</sup> St., Suite 3050 Los Angeles, CA 90017

**Foundation Name****Geographic Focus****Contact Information**

		P: (213) 688-7799 Contact: Fred Ali, President Fax: (213) 688-1515 Email: <a href="mailto:info@weingartfund">info@weingartfund</a> Website: <a href="http://www.weingartfund.org">www.weingartfund.org</a>
<i>Wilsey Foundation</i>	Primarily in San Francisco Bay Area	P.O. Box 3532 San Francisco, CA 94119 Contact: Alfred S. Wilsey Sr., President



### **Tips on Applying for child care facilities grant funding<sup>1</sup>**

1. **Identify a proposal preparation team.** Decide who needs to be involved in researching, writing, and submitting the proposal, and clearly decide who has what responsibilities before you begin the process.
2. **Do your research.** Review foundations' annual reports and any information they have about recent grants they made in order to get a sense of which foundation's mission, interests, and regional focus correlate best with those of your program.
3. **Identify the appropriate contact person.** Find out who is responsible for projects handled in the region and subject area covered by your program. If a friend, colleague, family member, or other acquaintance has referred you to a specific individual within the foundation reach out to that person first.
4. **Identify opportunities.** If early care and education is a particularly hot topic in your community take advantage of the opportunity to approach a funder who may be more receptive to your proposal now than they would be, or will be, at other times.
5. **Stay current.** Always be aware of developments in the child care field, especially those that affect your local area, and incorporate these issues into both your proposal and any meetings you have with the potential funder.
6. **Think about your audience.** Make sure to write the proposal with the reader in mind. Be careful not to use too many acronyms or jargon that he/she might have a hard time following. Also, describe your program's objectives in terms that the funder can relate to by providing specific information about the impact of your program for local families, the community, economic development, etc.
7. **Be concise.** You should be able to describe your program concept, goals, and funding needs in a short but detailed one-page summary as part of the proposal. If you find that you cannot do this you are not ready to submit a grant proposal.
8. **Prepare thoroughly.** Always plan ahead for meetings and phone calls with funders. Create a checklist of materials to bring to a meeting and be prepared to provide specific details about the activities and outcomes of your program, your long-term sustainability plans, and information both about the positive impact your program will have on the community and about the negative consequences that the community will face if the program is not supported.

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<sup>1</sup> To compile this list we incorporated advice from *The Grantsmanship Center Magazine* and *Foundation News and Commentary*.

9. Be honest. Always provide truthful figures and information when presenting your needs, especially your projected budgetary needs – funders can tell when the numbers don't make sense.
10. Follow the funder's guidelines. For example, adhere to the designated format, answer all the questions asked on the proposal form, use a normal sized font, and return the form by the deadline, and in the manner specified by the funder.
11. Pay attention to detail. Ask several different people to proofread the proposal to identify any spelling or grammar mistakes before you submit it, including any errors in the spelling of the funder's name!
12. Maintain communication. This is especially important if a funder does give you a grant. Check in with them periodically by phone, and send personal letters and notes with new publications, annual reports, and newspaper or magazine clippings that relate to your program. Also, keep a list of current, past and potential funders in order to maintain and establish new contact with all prospective funding sources.
13. Try again. If you aren't funded by the first source you apply to, don't let that discourage you from applying for funding elsewhere. When your grant applications are denied, however, it is important to find out as much information as possible about what you can do to improve your proposal for future applications so that you can make your application stronger each time.

