

### **Establishing a Grants Plan**

- Develop an annual calendar and work plan, listing funders to be targeted, request amounts, expected revenue and deadlines.
- Maintain thorough and accurate paper and electronic files, including all correspondence, notes and research relevant to each funder.
- Research new funding opportunities using free and subscription databases, Internet search engines, print media, local forums and networking with colleagues.
- Produce well-written, compelling proposals tailored to the requirements and priorities of the particular funders being approached.
- Steward existing funders through regular updates, phone calls to program officers and timely submission of required reports.
- Work with your program staff to develop proposals for current and future programs; evaluate new funding opportunities as they arise.
- Work with your finance staff to develop accurate program budgets, financial reports and other documentation required for grant applications and evaluation reports.
- Work with your board of directors to identify linkages to corporate and foundation funders.