

Once you've found a funder, then what?

- Pre-proposal contact
- Analyze RFP's, applications and guidelines
- Organize your proposal
- Customize your proposal to funder specifications
- Believe in yourself



Pre-Proposal Contact

- Federal study
- Why?
- Four steps
 1. Ask for application forms & guidelines
 2. Call a past grantee
 3. Phone a prior reviewer
 4. Contact the funding (or program officer)
- Review previous funded proposals – Find out where the bar is set at
- Identify review process & rating criteria/form, as well as review panel



Analyze Forms & Guidelines

- Look for
- Deadlines
 - Forms
 - Signatures required
 - Type of program/agency
 - Expected outcomes
 - Criteria for selecting
 - Time span
 - Amount of funding
 - Geographic area
 - Population to be served
 - (In some cases) procedures
 - Eligibility criteria for agencies
 - Support Documents



Organize Your Proposal

- Use headings/sub-headings from guidelines
- Use funder font
- Set time line for submission

Customize Proposal

- Customize proposal based on funder specifications
- Only give them what they ask for
- If you don't know something, ask
- Conduct a mock review of first draft

Believe In Yourself

"People become really quite remarkable when they start thinking that they can do things. When they believe in themselves, they have the first secret of success."



Norman Vincent Peale
