



## **Notes on “Show Me the Money: How to Search for Grants”**

An HRLC Continuing Education workshop presented by Geetali Basu at County College of Morris on June 6, 2006

*Note: Before visiting CCM it is a good idea to call for the latest information regarding the collection, the policies, and database updates. -- Geetali*

### I. Introduction

Ms. Geetali Basu welcomed participants to the Sherman H. Masten Learning Resource Center of CCM.

### II. Types of materials available at the LRC, and CCM's role in aiding members of the public.

- It is possible to make an appointment with Geetali for help to get started; the Reference librarians have also been trained to assist grant researchers.
- When visiting CCM, those not connected with the college should obtain a temporary parking pass from Security.
- Using print materials: Geetali distributed a bibliography entitled *A Selected List of Foundation and Grants Materials* available at the LRC. In addition, many public and academic libraries hold *The Foundation Directory*, the annual print version of the Foundation Center database.
- Role of CCM as a Cooperative Collection of the Foundation Center: the public as well as Highlands members are welcome to visit the LRC and use its resources, both print and electronic.
- Electronic Resources: The Foundation Center's vast and powerful Online Database is not available on the open Internet. It can be accessed only at FC headquarters, **and at Cooperative Collection libraries such as CCM.**
- The latest Cooperative Collection in the Highlands Region is at Warren County Community College. It is expected to open to the public this Fall. Watch HRLC listserv and mailings for further information.
- Internet Sites: See below.

The three main approaches to searching for grant money: Once you have identified your library's need, your task is to match it to the interests and capabilities of a foundation. Following are types of tools you may use.

- Print resources—held in Cooperative Collection libraries, but some valuable ones may be found in other libraries. Disadvantages: difficulty of cross-referencing print indexes, information not frequently updated.
- The Foundation Center—Superior cross-indexing capabilities, frequently updated. Disadvantage: cost of subscription.
- Other Internet sources—Fortunately for the grant researcher, librarians have compiled lists of authoritative sites. See VI., below.

V. Participants were given a tour of the Cooperative Collection, which is physically located in the second floor Reference Department. See Bibliography in II, above. A number of workstations throughout the Learning Resource Center have access to the Foundation Center Online Database. CCM students have priority in use of the workstations. Staff can advise grant



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researchers of less-busy times. CCM pays an annual fee for access to the Database and discounts on the print materials that make up the Cooperative Collection.

### VI. Internet Sites

- The Foundation Center ([www.foundationcenter.org](http://www.foundationcenter.org)) offers paid subscriber access to the Online Database, for those who cannot get to the Foundation Center itself in New York, or a Cooperative Collection library. However, the site now also offers an expanded “Foundation Finder” that gives at least the contact information and a copy of the IRS Form 990 for each grant-giver.
  - Why read the 990? In this IRS form, foundations typically report how much and to whom they have given money during the tax year. Some foundations attach their guidelines to the form.
  - Another source of 990’s is [www.guidestar.org](http://www.guidestar.org). Register for free basic service to search by Foundation name.
  - Participants did a hands-on exercise in CCM’s Foundation Center Directory Online, using both the Grant Search and the Foundation Search. **SOME TIPS:**
    - In Foundation Search, find funders interested in your region *and* those willing give regardless of your location by setting “Geographic Focus” to both NJ and National.
    - Use “Subjects” in Grant Search to find successful recipients with needs similar to yours. Or look up neighboring libraries by name to see what grants they got.
    - Using “Text Search” in Foundation Search, enter:  
NOT “applications not accepted” to avoid wasted effort.
- CCM library staff’s pre-selected sites: Visit [www.ccm.edu/library](http://www.ccm.edu/library), click “Foundation Collection” (under the heading “Special Collections”), and choose “Links to Internet Sites”.
- Visit the Grantsmanship Center at [www.tgciqgrantproposals.com](http://www.tgciqgrantproposals.com) for a library of winning grant proposals.

### VII. Government Grants

- The participants received a guided tour of useful sites, including FirstGov ([www.firstgov.gov/Business/Nonprofit.shtml](http://www.firstgov.gov/Business/Nonprofit.shtml)) and Grants.Gov. These sites serve as a gateway to federal grant programs, including the IMLS (formerly LSTA) grants.
- On the Federal Register web site ([www.gpoaccess.gov/fr](http://www.gpoaccess.gov/fr)), click “Notices” to see announcements of grant programs. Longer-serving librarians will remember having to check the print *Federal Register*.

VIII. Questions/Comments: Participants were able to ask specific questions on behalf of their libraries. Or visit [www.ccm.edu/library](http://www.ccm.edu/library) and click on “Ask a Librarian” for answers to your questions about search for grant money.