Internship Opportunity
Grant Research

This project provides an opportunity for students to establish or advance their understanding of the research methods needed in compiling a grant proposal, with an emphasis on increasing research fluency. Conducting research is an exciting process of discovery and learning. This project will provide the student many opportunities to develop a deep understanding of the nonprofit sector and its fund-raising practices.

Research skills are highly marketable in the nonprofit sector, especially in today's climate. With fewer national funding streams available, and large foundations funding a smaller number of requests, non-profit groups are needing to pursue other options as potential funding sources.

Project Description: Learn the research process of a grant proposal. The student will learn research methods for locating those foundations or corporations that match the organization's need.

Objectives

After completing the project, students will have learned:
- What various types of granting agencies exist
- What types of grants are available
- Who can apply for which grants
- How to help an organization identify and document its needs
- How to appeal to the very specific audience of granting agencies
- Learn the data-collection process

Personal skills/qualities gained include:
- Communication Skills
- Strong Work Ethic
- Problem-solving Skills
- Analytical Skills
- Detail-oriented
- Organizational Skills
- Self-confidence
- Strategic Planning Skills

We will never cease in providing a welcoming, safe, and healthy environment for vulnerable seniors

Week One

Students will learn how to use The Foundation Directories to select specific funders that are looking to fund nonprofits that align with their own missions and funding philosophies. The Foundation Directory and The Foundation Directory Part 2 list key facts on the top 20,000 U.S. foundations. Each book contains 10,000 foundations. These books feature brief profiles of the 20,000 largest foundations in the United States.

Students will learn how to use the National Directory of Corporate Giving to select specific funders that are looking to fund nonprofits that align with their own missions and funding philosophies. The National Directory of Corporate Giving profiles more than 3,300 company-sponsored foundations and 1,700 corporate-giving programs. In addition to describing companies' grantmaking programs, it describes their business products and identifies their subsidiary companies.

Week Two

Students will explore additional methods of online research to complete a profile for the potential funder. These methods will include gleaning information from the funders website, their annual reports, newsletters, etc.

The student will learn how to use the form 990 for research - Form 990 is an annual reporting return that certain federally tax-exempt organizations must file with the IRS. It provides information on the filing organization's mission, programs, and finances. The student will review a list of the ten most significant pieces of information that can be found in the Form 990 and learn exactly where to find the information.

Week Three
Resource Information Sheet (RIS) / Data-collection Process

The Resource Information Sheet (RIS) has five sections: contact information, documentation, contact history, funding source profile, and proposal information. The student will review each section of the RIS and learn exactly how to enter data collected, gaining a basic understanding of all the documents, materials, and information that go into a grant proposal.

Week Four - Week Nine
Putting Research Outcomes into Practice - Entering Data

In previous weeks, the student was given specific direction on what issues should be explored and the type of data that must be collected. The student will now transform the data into valuable knowledge using the RIS. The RIS is a vital component in the information gathering process. Once complete, it ensures the organization has sufficient information to make an informed decision before approaching the funding agency.

Collaborative Method
While conducting grant research, the student will make use of Google Docs cloud computing. It will enable the student to create, edit, store and share documents and files with the Agency Coordinator online from remote locations and in real-time.

Weekly Reports

Each week the student will be required to submit a typed weekly report. This report will provide feedback about what the student is learning and what difficulties they may be experiencing. The typed weekly report will be submitted to the Agency Coordinator every Monday and is due by 10:00 a.m.

Weekly reports must be typed, edited and proofread, and typically run a couple of pages, double-spaced. The report should answer these questions.

1. Describe what you did during the week. Discuss any problems you may be having.
2. Discuss what skills and knowledge you are developing.
3. What questions remain unclear?

Weekly Meetings are Mandatory
Once a week a meeting will be scheduled to allow a more individualized/detailed discussion of the day by day progress of the project.