



## Module One – Introduction

- Course navigation
- Course guide
- Explanation of course resources
- Course objectives
- Grantseeking in context
- Grants are part of a complete fundraising program
- Defining grantors
- Quiz (x2)
- How grantseeking relates to proposal writing
- The grantseeking process
- Introducing the five steps in grantseeking
- Quiz
- Review module one

## Module Two – The five steps in grantseeking

- Step One: Preparation
- Making the case for support
- Gathering information about the project or program
- Resource
- Quiz
- Gathering information about your organization
- Resource: Information to collect
- Quiz
- Reality check time
- Quiz
- Write a summary of your findings
- Letter of Intent
- Resource: Letter of intent resource
- Quiz
- Review Step One: Preparation
- Step Two: Prospect research
- Think of grantors as partners
- Different types of grantors
- Resource: Types of grantors
- Resource: Foundation definition
- Quiz (x2)
- Defining your search parameters
- Resource: Prospect research parameters
- Quiz
- Prospect research information sources
- Resource: Prospect research sources
- Quiz

## Module Two continued

- Resource: Prospect screening worksheet
- Resource: Prospect tracking worksheet
- Resource: Prospect ranking worksheet
- Practice exercise explanation
- Prospect research exercise
- Review Step Two: Prospect research
- Step Three: Making contact
- Quiz
- How to make contact
- Resource: Questions to ask when you make contact
- Continuing the personal contact
- Quiz (x2)
- Review Step Three: Making contact
- Step Four: Writing the funding proposal
- Resource: Proposal components
- Quiz
- Proposal writing course
- Review Step Four: Funding proposal
- Step Five: After sending the proposal
- Following up the proposal
- Quiz
- Responding to the grantor's answer
- Resource: Response after proposal
- Quiz
- Donor recognition
- Resource: Donor recognition ideas
- Quiz
- Reporting and accountability
- Quiz (x2)
- Ask again
- Review Step Five: After sending the proposal
- Review Module Two: The five steps in grantseeking
- Wrapping up - your options