



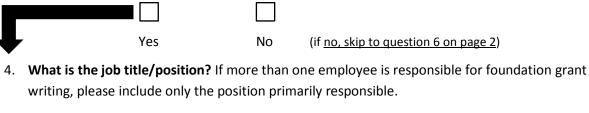
June, 2014

### Part I. Information about the Organization Staff and Board

- 1. Organization Name: \_\_\_\_\_\_
- 2. Please list the <u>number of employees</u> your organization employed **in 2013** in each category below (if zero, please write "0" and if one employee has multiple duties, please only count that employee once under the position that describes the person's main duties.)

		# Part Time Paid	
	# Full Time Paid	Employees or	# Active Volunteers per
	Employees	Contractors	Week
Management/Senior Staff			
Professional/Program			
Staff			
Administrative Support			
Fundraising/Development			
Legal/Accounting			
Marketing/Website			
Other, please describe:			

3. Does your organization include an employee whose job duties include foundation grant writing?



F	Title:				
5.	What best describes th	ne position?			
	Full Time Paid	Part Time Paid	Full Time Volunteer	Part Time Volunteer	

## American University Grantseeking Survey

6. How many people serve on your board of directors?

$\rightarrow$	

 Do any of your board members... Check all that apply:

Work in the <u>business</u> sector
Serve on the boards of for-profit corporations
Work in the <u>nonprofit</u> sector (not including your staff)
Work in <u>foundations</u> or serve on other foundation boards
Serve on other <u>nonprofit boards</u>
Work in government
Live in communities where you provide services
Participate in your organization's programs (as past or current clients)
Work in professions <u>related to your organization's services</u>

8. Describe the role of Board Members in fundraising for your organization. Check one answer for each question:

	Not at all active	Somewhat active	Very active
How active are board members in <u>fundraising</u> activities for your organization?			
How active are board members in identifying, soliciting, or otherwise assisting with foundation grant applications for your organization?			
9. Is your organization accredited or a member of	an association?		
Yes No	Unsure		
If yes, please list your organization's current accre	editations and m	emberships	

#### Part II. Other Information about the Organization

	Please indicate approximate annual dollar amount
Fees and payments for services	\$
Donations from individuals	\$
Private and community foundation grants	\$
Corporate grants and sponsorships	\$
Government grants	\$
Government contracts	\$
Gifts in-kind	\$
Investment income	\$
Other sources of income (please list)	\$

11. Please list any awards or recognition for achievement your organization has received in the past 3 years. (If none, please write 0. If unsure please write "unsure")

12. Does your organization regularly collect performance data on its programs and activities (for example, surveys of program participants)?



No

(if no, skip to question 14 on page 4)

13. How does your organization use performance data?

## Check all that apply:

- Used internally by staff
- □ Used <u>internally</u> by the board of directors
- □ Reported <u>externally</u> to funders
- □ Reported <u>externally</u> to other stakeholders
- □ Reported <u>externally</u> in fundraising appeals
- Other (please describe)

14. Does your organization have a written strategic plan?



15. Is your organization currently engaged in strategic planning?

Yes	No	Unsure

### Part III. Fundraising Capacity

16. In the past two years has your organization...

Check one answer for each item:

	Yes	No	Unsure
Expanded fundraising efforts			
Started using a <u>new fundraising software</u>			
Increased the # of fundraising staff			
Increased the # of fundraising volunteers			
Hired fundraising consultant(s)			
Implemented other changes to increase fundraising Please describe:			

17. How well prepared do you feel your organization is for the following foundation grant seeking activities?

		Somewhat	
	Unprepared	Prepared	Very Prepared
Researching grant options			
Writing and submitting grant proposals			
Managing grants received			

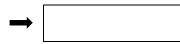
18. Does your organization use fundraising software or other computer software to organize and track <u>fundraising solicitations</u>?

Yes	No

19. Does your organization use fundraising software or other computer software to organize and track <u>foundation grant proposals</u>?



20. About how many (number) other organizations provide similar services as your organization in the [MSA Name] area?



21. How would you rate <u>your organization</u> on each item below compared to other organizations in the [MSA Name] area that provide similar services?

	Much weaker than average	Weaker than average	About average	Stronger than average	Much stronger than average
Ability to <u>raise donations from</u> individuals					
Ability to <u>apply for and get</u> foundation grants					
Ability to <u>apply for and get</u> government funding					

## Part IV. Fundraising Goals and Foundation Grant Activities

Suggestion: You may want to have your fundraising database or grants calendar for this section.

22. What was your overall fundraising goal in 2013?

Please include private contributions, fundraising campaigns, fundraising events, and foundation grants.

\$

23. What total <u>amount did you raise</u> toward your overall fundraising goal for 2013, including private contributions, fundraising campaigns, fundraising events, and foundation grants that your organization received?

Please include the most accurate dollar amount possible or round to the closest \$10,000 increment. For example, if you raised a total of \$56,700, please write that amount or \$60,000.

\$
----

24. On average, how many foundation grants does your organization apply for each year?

25.	Where do	ou receive	information	about	foundation	grants?

Check all that apply:

- □ Foundation Center or other searchable databases
- Email listservs
- Email or other direct contacts with foundations
- □ Other announcements from organizations in my organization's network
- General internet searches
- People in my personal or professional network
- □ My board members or their network
- Other, please describe:
- 26. Did you use any of these strategies in the last year to share information about your organization with grantmaking foundations?

Check all that apply:

- □ Invited foundation representatives to open houses for your organization
- □ Invited foundation representatives to events hosted by your organization
- Shared organizational materials through mail or email (e.g., Annual report mailing)
- Called or sent personalized emails to foundation representatives
- $\hfill\square$  Initiated in-person meetings with foundation representatives
- $\square$  Engaged your board members in meetings with foundation representatives
- $\hfill\square$  Shared information about your organization through your board or staff members'
- personal or professional networks
- Other, please describe: \_\_\_\_\_

Yes

27. Has your organization applied for a foundation grant in the last three (3) years?

No

If No, skip to Part V, question 32

#### American University Grantseeking Survey

28. Referencing your organization's activities in 2013, complete the following information:

# of Grants Applied	
# of Grants Approved	
# of Grants Denied	
# of Grants Pending	

29. Even if a grant application is approved, the request is often not fully funded.

Considering all of the <u>foundation grant applications your organization made in 2013</u>, respond to the following questions:

How much total was <u>requested</u> from all foundation sources?	\$
How much total was <u>approved</u> from all foundation sources?	\$

30. These foundations appear to fund organizations similar to yours in your service area.

Please indicate the following information for each foundation listed below (continued on p. 8).

Foundation Name	Amount Applied for in 2013 Write "0" if your organization did not apply for a grant from that foundation in 2013	Amount Awarded Write <u>"0" if denied</u> or "pending" if the foundation has not yet decided
[Foundation 1]	\$	\$
[Foundation 2]	\$	\$
[Foundation 3]	\$	\$
[Foundation 4]	\$	\$
[Foundation 5]	\$	\$
[Foundation 6]	\$	\$
[Foundation 7]	\$	\$
[Foundation 8]	\$	\$
[Foundation 9]	\$	\$
[Foundation 10]	\$	\$
[Foundation 11]	\$	\$
[Foundation 12]	\$	\$
[Foundation 13 continue table as needed for each MSA area / subsector]	\$	\$

31. Please tell us about other foundations you applied to that were not on this list. If you applied to more foundations than space provided, please include the most important foundation sources for your organization.

Foundation Name	Amount Applied for in 2013	Amount Awarded
Please write the foundation's name	Write "0" if your organization	Write <u>"0" if denied</u> or
	did not apply for a grant from	"pending" if the foundation
	that foundation in 2013	has not yet decided
Name:	\$	\$

#### V. Respondent Information

32. Your Name: \_\_\_\_\_

33. What is your current position or job title in your organization?

34. What best describes your employment status in your organization?

□ Full-Time Employee → check one: \_\_\_\_ Paid -or- \_\_\_\_ Unpaid (Volunteer)

□ Part-Time Employee ⇒ check one: \_\_\_\_ Paid -or- \_\_\_\_ Unpaid (Volunteer)

Intern

□ Volunteer on loan from another organization

Other, please describe:\_\_\_\_\_

35. On average, how many hours a week do you spend on foundation grant development for your organization?

organization.		[				
36. How many years of gr	ant writing exper	ience do you	have?			
		[				
37. Have you ever receive	ed formal training	in grant writ	ing or grant se	eking?		
	[					
Yes	1	No				
38. Are you a member of	a professional ass	sociation?				
	[					
Yes	- 1	No				
If yes, please identify the	professional asso	ciation:				
39. Would you like a sum	mary of this study	∕'s findings fo	or your own be	enchmarking pu	rposes?	
	[					
Yes	1	No				
If yes, what email addres	s you would like	us to use to s	end you the fi	ndings?		
Email:						
40. Would you like to enterplace at the end of the		ion for a ranc	lom drawing f	or a \$1,000 dor	iation that wi	ill take
	[					
Yes Yes	1	No				
To enter the drawing, plea can notify you:	ase indicate the n	ame of your	organization, e	email and phon	e number so	we
Organization:						
Email: Phone Number:						

# Thank you for participating in this survey

For questions or comments about the survey and this study, contact Lewis Faulk at faulk@american.edu