SCHOOL *of* PUBLIC AFFAIRS
AMERICAN UNIVERSITY • WASHINGTON, DC

GRANT SEEKING SURVEY

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.)

	# Full Time Paid Employees	# Part Time Paid Employees or Contractors	# Active Volunteers per 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?

    ☐   ☐
    Yes   No   (if <u>no, skip to question 6 on page 2</u>)

4. **What is the job title/position?** If more than one employee is responsible for foundation grant writing, please include only the position primarily responsible.

    Title: _____

5. What best describes the position?

    ☐   ☐   ☐   ☐
    Full Time Paid   Part Time Paid   Full Time   Part Time
                                              Volunteer   Volunteer

6. **How many people** serve on your <u>board of directors</u>? ➡️ [   ]

7. Do any of your board members…
   <u>Check all that apply</u>:

   ☐ Work in the <u>business</u> sector

   ☐ Serve on the boards of <u>for-profit corporations</u>

   ☐ 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 <u>government</u>

   ☐ Live in communities <u>where you provide services</u>

   ☐ Participate in your organization's programs (<u>as past or current clients</u>)

   ☐ Work in professions <u>related to your organization's services</u>

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

	Not at all active	Somewhat active	Very active
How active are board members in **fundraising 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 accreditations and memberships

   [   ]

Part II. Other Information about the Organization

10. How much revenue does your organization receive in each revenue category below?

	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)?

☐   ☐

Yes   No   (if <u>no, skip to question 14 on page 4</u>)

13. How does your organization use performance data?

<u>Check all that apply:</u>

❑ Used <u>internally</u> 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)

_____

❑ Unsure

14. Does your organization have a written strategic plan?

☐	☐	☐
Yes	No	Unsure

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 new fundraising software	☐	☐	☐
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?

	Unprepared	Somewhat 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>?

☐　　　☐

　Yes　　　No

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 individuals</u>	☐	☐	☐	☐	☐
Ability to <u>apply for and get foundation grants</u>	☐	☐	☐	☐	☐
Ability to <u>apply for and get government funding</u>	☐	☐	☐	☐	☐

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 <u>overall fundraising goal</u> 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 you receive information about foundation grants?

<u>Check all that apply</u>:

❑ 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?

<u>Check all that apply</u>:

❑ 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
❑ Initiated in-person meetings with foundation representatives
❑ Engaged your board members in meetings with foundation representatives
❑ Shared information about your organization through your board or staff members' personal or professional networks
❑ Other, please describe: _____

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

☐ Yes   ☐ No

If No, skip to Part V, question 32

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 "0" if denied 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 Please write the foundation's 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 "0" if denied or "pending" if the foundation has not yet decided
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
Name:	$	$
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?

36. How many years of grant writing experience do you have?

37. Have you ever received formal training in grant writing or grant seeking?

☐　　　　☐

　Yes　　　　No

38. Are you a member of a professional association?

☐　　　　☐

　Yes　　　　No

If yes, please identify the professional association:

_____

39. Would you like a summary of this study's findings for your own benchmarking purposes?

☐　　　　☐

　Yes　　　　No

If yes, what email address you would like us to use to send you the findings?

　　Email: _____

40. Would you like to enter your organization for a random drawing for a $1,000 donation that will take place at the end of the study?

☐　　　　☐

　Yes　　　　No

To enter the drawing, please indicate the name of your organization, email and phone number so we can notify you:

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