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

GRANT MAKING SURVEY

June, 2014

Part I. Foundation Information

1. Foundation Name: _____

2. How would you describe your foundation?

   Check only one:

   ☐ Family Foundation (a voting majority of family members serve on the board)

   ☐ Corporate Foundation

   ☐ Independent Foundation (private foundation, not corporate or family)

   ☐ Corporate Giving Program

   ☐ Other (please describe in the space provided)

   _____

3. Does the foundation <u>accept unsolicited grant proposals</u>?

   ☐   ☐

   Yes   No

4. Does the foundation <u>require letters of interest or summary proposals</u> before inviting full proposals?

   ☐   ☐

   Yes   No

5. In the past five years (2009-2013), <u>how often did the foundation make multi-year grants of three years or longer</u>? (Check one)

☐	☐	☐	☐	☐
Never	Fewer than 10% of all grants	Between 10% and 1/3 of all grants	Between 1/3 and 2/3 of all grants	More than 2/3 of all grants

6. In the past five years (2009-2013), has the foundation had a policy or preference for <u>not awarding grants to the same organization</u> within specific time windows (such as not awarding a grant to the same organization in consecutive years or within three years)?

   ☐   ☐   ☐

   Yes   No   Unsure

   If yes →please use the space below to explain your foundation's preferred time interval between grant awards to the same organization:

   _____
   _____

7. Please list the number of employees **your foundation employed <u>in 2013</u>** in each category below (if zero, please write "0")

	Full-Time	Part-Time	Consultants	Volunteers
Professional/Program Staff				
Administrative/Support Staff				

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

9. 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 focus your grantmaking</u>

   ☐ Represent <u>client populations</u> of organizations you fund

   ☐ Work for or serve on boards of <u>organizations you have funded</u>

   ☐ Work in professions <u>related to your funding priorities</u>

   ☐ Serve as <u>family members</u> or donors to the foundation

10. Which of the following review procedures did you use **in the last year (2013)** to evaluate organizations that applied for grants from your foundation?
    <u>Check all that apply</u>:

    ☐ Application review <u>by the foundation's staff</u>

    ☐ Application review <u>by the foundation's board of directors</u>

    ☐ Application review <u>by an advisory board</u> composed of people outside the foundation, such as community members or previous grant recipients

11. Is your foundation a member of any associations of grantmakers or other professional associations?

    ☐ Yes   ☐ No   ☐ Unsure

    If yes → please list the association(s) your foundation is a member of in the space provided:

    [   ]

Part II. Recent Changes in Grant Applications
Please note: if your foundation requires letters of interest or summaries of proposals before requesting full applications, <u>please include the number of letters of interest, summaries of proposals and full applications in the number of "applications."</u> Please be as accurate as possible in your responses, and use your best estimates when the exact numbers are not available.

12. Considering the number of organizations that apply to your foundation, on average, have you received <u>more, less or about the same number of applications</u> in the last five years (**since 2009**) compared to previous years?

    <u>Check only one</u>:

    ☐ Large increases

    ☐ Moderate increases

    ☐ Slight increases

    ☐ The number has stayed roughly the same

    ☐ Slight declines

    ☐ Moderate declines

    ☐ Large declines

    ☐ Not applicable (please explain why in the space provided)

    _____
    _____

13. <u>How many applications has the foundation received and awarded in each of the past 5 years</u>? (Please be as accurate as possible, and approximate if necessary. Combine grant cycles that fall in the same year, and respond with "0" if the foundation did not accept applications in that year.)

Year	# of grant applications	# of grants awarded
2013		
2012		
2011		
2010		
2009		

14. Have you seen increases in the number of applications over the past 5 years (2009-2013) that have come **from organizations that you knew little to nothing about** when they applied?

Check only one:

☐ Large increases

☐ Moderate increases

☐ Slight increases

☐ The number has stayed roughly the same

☐ Slight declines

☐ Moderate declines

☐ Large declines

☐ Not applicable (please explain why in the space provided)

_____

_____

15. Please indicate approximate **percentages of all applications in the last year (2013)** that you would describe as <u>coming from organizations that your foundation was very familiar with, that you were somewhat familiar with, and that you were not familiar with</u>.

Level of familiarity	Percentage of organizations <u>that applied in 2013</u>
<u>Unfamiliar</u> (knew little to nothing about the organization when they applied)	%
<u>Somewhat Familiar</u> (knew of the organization but not very familiar with their work)	%
<u>Very Familiar</u> (familiar with the organization and their work when they applied)	%

16. Approximately <u>what percentage of applications</u> in the last year (2013) came from organizations that **had never applied to the foundation before**?

%

Part III. Recent Foundation Changes

17. **Compared to 5 years ago (2009),** has your foundation...

				No Change	Unsure
☐ Increased ---- *or* ----	☐ Decreased	**the foundation's staff**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**the foundation's board of directors**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**the number of grants awarded**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**average grant amounts**		☐	☐
☐ Broadened ---- *or* ----	☐ Narrowed	**the range of activities/programs funded**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**allowable overhead in grants funded**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**general operating support**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**multi-year grants/funding**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**grants to organizations you <u>have funded</u> before**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**grants to organizations you <u>have not</u> funded before**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**co-funding arrangements with other funders**		☐	☐
☐ Increased ---- *or* ----	☐ Decreased	**your grant rejection rate**		☐	☐

18. <u>Compared to 5 years ago</u> (2009), **has your foundation become <u>more selective</u> of grant recipients**?

☐　　　　☐　　　　☐
Yes　　　No　　　Unsure

If yes, **what criteria you have used to become more selective of organizations?** (for example, selecting organizations within more narrowly defined program areas or screening applicants more closely based on financial information)

_____
_____
_____
_____
_____
_____

19. If you checked any changes on page 7, **what were the main reasons you made those changes**? (If you did not make any of the changes listed above, skip to Question 20.)

（空欄）

Part IV. Application Review Questions

20. **Does your grant application review process include the following?** (Check all that apply.)

☐ Online grant submissions (through a web link or email)

☐ Electronic (paperless) application review

☐ Electronic (paperless) application routing throughout the review process

21. If yes, **what year did you begin accepting applications electronically?** (If no, skip to question 22.)

☐	☐	☐	☐	☐	☐
2009 or before	2010	2011	2012	2013	2014

22. Thinking back to your most recent grant cycle, approximately **what percentage of applications**…

Check the approximate percentage range for each item below:

	Fewer than 25%	25% to 49%	50% to 74%	75% or more	N/A
Fit the foundation's geographic and program interests					
Included all required materials when reviewed					
Fit the foundation's guidelines on funding amounts					
Included feasible projects					
Included an accurate/realistic budget for the proposed project					
Included innovative projects (meeting needs in a new way or meeting new needs)					
Included projects that were evidence-based					
Included program data to support the proposal					

23. **What sources of information *beyond the application itself*** did you use <u>in your most recent grant cycle</u> to assess applicants?

Check the <u>approximate percentage range of applications</u> that were assessed with each item below:

	Fewer than 25%	**25% to 49%**	**50% to 74%**	**75% or more**	N/A
Foundation <u>board or staff members' existing knowledge</u> of the organization					
Information about the organization learned <u>from personal/professional network of the foundation's board</u>					
Information about the organization learned <u>from personal or professional network of the foundation's staff</u>					
<u>Online information</u> (searches)					
Information from <u>organizations' websites</u>					
Information from <u>organizations' Form 990</u> from previous years					
GuideStar, Charity Navigator, or other <u>online charity review websites</u>					
Organizations' <u>reputation among other funders</u>					
Opinions about the organization from <u>members of the community</u>					
Information from <u>in-person site visits to the organization</u> by staff or board members					
Other (<u>write-in any additional sources of information</u>):					
Other (<u>write-in any additional sources of information</u>):					
Other (<u>write-in any additional sources of information</u>):					

24. How important were the following criteria in the foundation's grantmaking decisions **in the most recent grant cycle**? <u>Check one box, 1 to 10 for each item</u>, 1 being unimportant and 10 being very important:

	Not Important ← → Very Important										
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	N/A
<u>Fit with the foundation's funding guidelines</u> (including the required materials and fitting the foundation's program interests, geographic interests, and/or funding amount ranges)											
<u>Feasibility</u> of the proposed project											
Including a <u>realistic/accurate budget</u>											
<u>Innovation</u> of the proposed project (meeting needs in a new way or meeting new needs)											
The proposed project being <u>evidence-based</u>											
Including <u>program data</u> to support the proposal											
The foundation's <u>familiarity with the organization</u> applying for funding											
The organization's <u>past performance</u> (track record)											
The organization's <u>financial stability</u> (having low risk of financial trouble)											
Evidence that the organization is <u>efficiently managed</u>											
The organization's <u>capacity</u> to complete the project											
Evidence of <u>other sources of funding</u> for the proposed project											
<u>Information on the organization</u> from the foundation's personal or professional network											
The organization's <u>reputation among other funders</u>											
The organization's <u>reputation in the community</u>											

Part V. Respondent Information (optional):

25. Your Name: _____

26. Your Position or Title (Please check one):

 __ CEO, President, Executive Director

 __ Trustee, Board Member

 __ Other (please specify):_____

27. 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: _____

28. Would you be willing to be contacted for a follow-up interview?

  ☐   ☐

  Yes   No

29. Please share any additional comments in the space below:

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Thank you for participating in this survey

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