



Module One – Introduction

- How this course works
- Course objectives
- Grants are part of a complete fundraising program
- Defining grantors
- Quiz
- How grantseeking relates to proposal writing
- A guide for those new to grantseeking
- Review module one

Module Two – The five steps in grantseeking

- The five steps of grantseeking: Steps 1 to 3
- The five steps of grantseeking: Steps 4 to 5
- Resource: Five steps in grantseeking
- Quiz
- Step One: Preparation
- Making your case for support
- Resource: Sample case for support
- Gathering information about the project or program
- Resource : Information you need about the project
- Quiz
- Gathering information about your organization
- Resource: Information about your organization
- Quiz
- Reality check time
- Quiz
- Write a summary of your findings
- Letter of Intent
- Resource: Letter of intent
- Quiz
- Review Step One: Preparation
- Step Two: Prospect research
- Think of grantors as partners
- Different types of grantors
- Resource: Different types of grantors
- Quiz
- Defining your search parameters
- Resource: Prospect research search parameters
- More about search parameters
- Quiz
- Information sources
- Resource: Prospect research sources
- Quiz

Module Two continued

- Resource: Prospect screening worksheet
- Resource: Prospect tracking worksheet
- Practice exercise explanation
- Prospect research exercise
- Review Step Two: Prospect research
- Step Three: Making contact
- Four reasons to make personal contact
- Quiz
- How to make contact
- First contact - What to discuss
- Resource: Questions to ask when making contact
- Continuing the personal contact
- Quiz
- Review Step Three: Making contact
- Step Four: Writing the funding proposal
- Resource: Proposal components
- Quiz
- Proposal writing course
- Review Step Four: Writing the funding proposal
- Step Five: After sending the proposal
- Following up with the grantor - Maintaining contact
- Quiz
- Responding to the grantor's answer
- Resource: Response after proposal
- Quiz
- Donor recognition
- Resource: Donor recognition ideas
- Quiz
- Reporting and accountability
- Quiz
- Ask again
- Review Step Five: After the proposal
- Review Module Two: The five steps in grantseeking
- What now?