

Normandale staff seeking outside funding should use this form to identify the appropriateness of potential grant matches **after** completing a Grant Development Decision review. For more information, contact the Grant Development Director (x 8224).

What programs or projects have been identified as key areas for funding? What are the specific grant-type needs of those programs or projects? (remember that grants are generally for new programs, expansions, and capital purchases – not ongoing, regular expenses)

Program/Project	Needs/Items	Estimated cost

Suggested funding source _____

What size grants do they give? (dollar range and average) _____

How many grants did they make last year? _____

What percentage of those were given to programs similar to ours? _____

Among those, what was the average grant amount? _____

Previous grants they have made to Normandale: _____

Deadlines for: Letters of Intent _____ Preliminary Proposals _____ Final Proposals _____

Are there any notes or conversations with their staff about what the funder would like to see next from us?

Does anyone on our faculty or boards know someone associated with the funder?

Are there names of staff to call for guidance or ideas?

Focus

How did you locate this funding source? _____

What do their guidelines say they are interested in funding? _____

According to the research above, what do they actually give to? (risk taking, trends, new organizations?)

Do any of the programs or projects identified in the needs assessment seem to fit with this funding source's history of grant making?

Do any of the estimated costs come close to the average grants this funding source has made to organizations similar to Normandale?

Review the information above to determine whether a grant application to this funding source is feasible and which projects are most appropriate for funding. Concentrate on the items that match the funding source's history of grant making and come close to the average grants awarded.

Which program or project seems to match best with their priorities?

Is the timing right to request a grant from this funding source? Why? (Strategic need for Normandale, student or community need, grant deadline, etc.)

Next step: Prepare a rough draft work plan or timeline and budget. Complete a Preliminary Grant Approval form. Contact the Grant Development Director.