



LAPA's PRIVATE FOUNDATION GRANT SUPPORT PROGRAM: OUTSOURCING FROM GRANT PROSPECTING THROUGH TRACKING

LAPA's process for strengthening and growing your grants program.

1. LAPA begins by gathering from you all the documents we require to submit our proposals—we will provide you with a comprehensive list. We request that samples of proposals that you have submitted, whether pending or rejected, be e-mailed to us or provided on disc, WORD compatible.
2. LAPA then draws from its 450,000+ private foundation contacts to generate a list of prospects for your agency. Based on our knowledge of you and the prospective funder, we explore the best matches. We ask that you share your list of prospective and current funders with us in order to avoid unnecessary duplications.
3. LAPA then qualifies each prospect. Qualification involves studying the prospective funder's Form 990 (tax form) to ascertain the range of its past gifts, reviewing the foundation's list of board members to see if anyone at your agency has a personal contact, and conducting research on the funders' past gifts and *current* interests (often significantly different from what has been stated on Web sites or in written documents).
4. LAPA then calls the funder to determine exact interest in your agency's mission and programs. During this call we ask about application forms, best times to submit, range of grants, and any other relevant issues that might come up.
5. After the phone conversation, if we determine that we should apply, we work directly with your Development and/or Program staff to create a competitive grant proposal and put together an attractive grant proposal package.
6. LAPA makes sure that the funders' criteria and guidelines are met exactly, sending in all required supplemental materials and enclosing the precise number of copies requested. This ensures that you are not automatically rejected for procedural errors, as commonly happens to grant-seekers.

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7. After submitting the grant proposal, we record it on a Revenue Report. Your agency receives this Revenue Report on a quarterly (or monthly, if preferred) basis, for your internal use. We record revenue secured as well as qualified and pre-qualified prospects (those in early and intermediate stages of investigation), rejected prospects, and rejected submissions, to give you a full history.
8. LAPA also sends your agency, via a Routing Memo, a copy of all grant proposals recently sent out on your behalf. We ask that you read all proposals carefully and inform us of any inadvertent errors, so that these errors are not repeated in subsequent proposals.
9. Within 12 business days of mailing, LAPA calls the foundation to make sure the grant proposal was received. We also ask if any other information is required at this time and when we might expect to have a decision.
10. If we don't hear from the funder by the date given, or within three months, we call again. If the funder does not return our call, LAPA's policy is to call twice again, then send a note, then mark that foundation as non-responsive.
11. After submission, LAPA periodically sends funders relevant updates, news articles, and invitations to events that might catch their attention and positively influence their review of your proposal. It is your responsibility to provide LAPA with such supplemental information. You might also consider establishing personal contact by attending a conference where the funders will be, to help them get to know your agency better.
12. Should your agency be funded, we ask that you be responsible for writing required reports (unless stated differently in your contract). You are also responsible for writing thank-you notes to the foundation. LAPA needs copies of all reports, so that we may continuously work to improve the accuracy of your grants.