**PPLD** **POUGHKEEPSIE PUBLIC**
**LIBRARY DISTRICT**

# Candid.

**Need Grant funding for your nonprofit?**

## Quick Guide to *Foundation Directory Online*

**Need help with your search?** Make an appointment with Jessica Sherman, Adult Services Librarian & Foundation Center Liaison at jsherman@poklib.org, or 845-485-3445 X 3315

*Foundation Directory Online* (FDO) is Foundation Center's research tool to help nonprofits find the grant makers most likely to fund their projects. It provides information and funding history for 140,000+ foundations, corporations, and federal agencies. Use FDO for free at 400+ locations or subscribe to use it from your own Internet access point. Subscribers can access additional features, like auto-identifying past funders, saving searches, and tagging favorite prospects. Learn more: fconline.foundationcenter.org.

## LAUNCH FDO Professional

*Foundation Directory Online Professional* is available at all branches of the Poughkeepsie Public Library District. To launch FDO, go to www.poklib.org and hover your mouse over the *LEARN* heading, and then click on *Foundation Center*. https://poklib.org/learn/foundation-center/

## START YOUR SEARCH IN FDO Professional

1. **In the single search box, describe what you want to fund in everyday language.** The search box shows some examples. Try using your mission statement (or key phrases if you have a long mission statement), or words that describe who you're serving, where they are, and what you're doing for them.

2. **Click on Search or press Enter key.** FDO will choose search terms and return results from these categories that **match your search criteria**:

   a. **Grant makers**: Detailed profiles of foundations, companies, or government agencies that give grants. Includes funder's giving interests, key staffers, how to apply, and typical grant size and recipient. Use this information to make the most out of your interactions with a funder.
   b. **\*Grants**: Descriptions of past grants given for similar work.
   c. **\*Recipients**: Organizations that do similar work. Click to their record to see who's funded their efforts recently.
   d. **990s**: Forms 990/990-PF from funders and recipients that mention similar projects. *\*Available in FDO Professional only.*

3. **You can change the search criteria.** Scroll up to the search box, and click on **"Advanced Search & Filters"** or **EDIT** link near the right side of your screen. The gray box will expand to show the most popular search filters. Click on "Additional Filters" to see more search options. (Get a list of all field definitions: bit.ly/FDODefinitions)

4. **To remove a search term,** click on the "x" next to it.

5. **To add other search terms,** start typing in the field. Matching term(s) will appear below. You'll also see more or less specific search terms, which you also might try using.
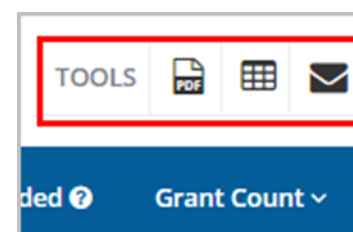


## EVALUATE YOUR RESULTS

6. **Grant maker results sort by number of grants each funder has given that match YOUR search criteria.** Click on VIEW ALL buttons to see full list of results for each category. Click on column headings to re-sort the list.

7. **Click on an organization name** to view its profile.

8. **Read the profile to see if it's a good fit for your funding needs.**

   a. *Does this funder give grants for my subject?*  Click on the purple Subject chart.
   b. *Does it give grants for the location I'm serving?*  Click on the blue Map chart.
   c. *Does my grant amount fall in its dollar range?*  Click on the green Grant Size chart.
   d. *Do we know anyone on its board or staff?*  On the left, click on WHO'S WHO.
   e. *Do its giving limitations apply to me?*  On the left, click on APPLICATIONS/RFPS.

## SAVE YOUR RESULTS

9. **To save results outside of FDO**: When in view all modes, the search results page have a TOOLS box on the right, above the column headings. Click on the checkbox by a funder's name, then download, print, or email them as a PDF file, or export them to Excel. You are limited to 10 full records (profiles) or 100 results in a list. You can also download, print, or email from individual profile pages.



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