

Getting Started on Technology Grantseeking

This worksheet will help you consider ways you can be more effective about grantseeking for technology. It will take you through a simple set of steps to help you refine your thinking and prepare you for better grant writing and meetings with potential funders.

We suggest that the one or two people in your organization go through steps 1 and 2 of this worksheet to help focus discussion and get started on better technology-related grantseeking strategy. The discussion at the early stages is best focused on organizational focus and strategy as opposed to the technology itself that you might be seeking..

Step # 1 - What is the opportunity or challenge?

Determine in a very basic way exactly what you are trying to respond to or accomplish. For example, are you trying to fund an existing project or something new? Do you have a funder in mind whom you want to approach or do you need to develop a list of target funders? Do you have a grant proposal written for a project that needs to have technology funding incorporated into it or are you drafting a new proposal? Figure out exactly what it is you are dealing with first. That will make things clearer for you and others who you need to involve. Examples of opportunities or challenges could include:

- The need to develop a new basic proposal for a program
- Doing good follow-up after your first meeting with a funder who you think is interested
- Responding to a request for proposals (RFP) from a funder
- An interest in developing a longer list of grantmakers to target
- The importance of improving a proposal that a funder gave back to you with some suggestions.

What is the opportunity or challenge you are responding to?
Why is it important to respond or take action on this? Develop a one- sentence statement that can convince someone that it makes sense to pursue the opportunity or respond to the challenges.
Do you have the skills or time to adequately respond to this opportunity or challenge? If not, what can you do to access the skills or make time?

Step # 2 - Who needs to discuss it?

Regardless of what you are trying to accomplish, you will need to think carefully about whom to bring together to discuss the issues, get expertise from or follow through on whatever actions you need to take. Try to avoid the temptation to move forward on discussions with just one or two people if there

Look at your list and see if you can organize or sequence the actions and ideas in some way to focus the group on its next steps.

What are the next few steps that have to be taken following the meeting? It may be some writing, research, more assessment or planning or simply reaching out to talk with someone.

Determine who will handle these and when they will be due. Whatever the task, make sure the right person is doing the job and it is clear to them and the group what the job is and when it has to be done by.

Determine what the focus of a follow-up meeting should be, who should attend and why and when it should be.

After following these steps you should find yourselves in a much clearer position about what you are trying to accomplish and why, who needs to be involved and what the action steps are to move forward.