

# Free Classes in August

## At the Foundation Center—San Francisco

### GRANTSEEKING BASICS

Tuesday, August 4, 9:30 am–11:00 am

Thursday, August 13, 9:30 am–11:00 am

Wednesday, August 19, 5:00 pm–6:30 pm

■ **WEBINAR:** Wednesday, August 19, 12:00 pm–1:00 pm

- This class provides an introductory overview of the funding research process for those seeking grants from foundations, corporations, and grantmaking public charities.

### INTRODUCTION TO *FOUNDATION DIRECTORY ONLINE*

Tuesday, August 4, 11:00 am–12:00 pm

Thursday, August 13, 11:00 am–12:00 pm

Wednesday, August 19, 6:30 pm–7:30 pm

■ **WEBINAR:** Tuesday, August 11, 11:00 am–12:00 pm

- Learn how to identify prospective funders and search our electronic database. *Foundation Directory Online* has more than 96,000 grantmakers and 1 million grant descriptions.

### BEFORE YOU SEEK A GRANT— A CHECKLIST FOR NEW NONPROFITS

Wednesday, August 5, 6:00 pm–7:30 pm

- This class is geared towards representatives of community groups without nonprofit status or new nonprofits. Learn what it takes to get your new nonprofit started off right.

### PROSPECT RESEARCH BASICS— RESEARCHING INDIVIDUAL DONORS

Friday, August 14, 10:30 am–11:45 am

- This session will show you how to use the Internet and other library resources to research individual donors. "Major Gifts On Limited Time: Using Research to Prioritize Prospects" immediately follows this class from 12:00-1:30 pm; please see reverse side for details.

### INTRODUCTION TO FUNDRAISING PLANNING

Tuesday, August 18, 1:00 pm–2:30 pm

■ **WEBINAR:** Thursday, August 20, 11:00 am–12:00 pm

- This class provides an overview for strategically thinking through the components of a fundraising plan.

### YOUR BOARD AND FUNDRAISING— AN INTRODUCTORY CLASS FOR SMALL NONPROFITS

Wednesday, August 19, 1:00 pm–2:30 pm

■ **WEBINAR:** Monday, August 17, 10:00 am–11:00 am

- Learn how to actively engage your board members in the fundraising process.

### HOW TO APPROACH A FOUNDATION—FROM INITIAL CONTACT TO GETTING FUNDED—WHAT DOES IT TAKE?

Thursday, August 20, 1:00 pm–2:30 pm

■ **WEBINAR:** Tuesday, August 18, 12:00 pm–1:00 pm

- Learn how to initiate contact and build partnerships with potential foundation funders.

### GUIDE TO ONLINE GRANTSEEKER RESOURCES

■ **WEBINAR:** Thursday, August 6, 11:00 am–12:00 pm

- Take a guided tour of all of the free resources available on the Foundation Center's web site.

### GRANTSEEKING BASICS FOR INDIVIDUALS IN THE ARTS

Friday, August 21, 1:00 pm–2:30 pm

- Learn how to identify prospective foundation funders for a variety of artistic endeavors.

### FUNDRAISING IN A CHALLENGING ECONOMY

Tuesday, August 25, 9:30 am–10:45 am

- This new class will give you a basic overview of what you can do to survive, thrive, and succeed in sustaining your nonprofit during the current economic crisis.

### PROPOSAL WRITING BASICS

Wednesday, August 26, 5:00 pm–6:30 pm

■ **WEBINAR:** Wednesday, August 5, 11:00 am–12:00 pm

- Learn the basics of writing a grant proposal.

### PROPOSAL BUDGETING BASICS

Wednesday, August 26, 6:30 pm–7:30 pm

■ **WEBINAR:** Thursday, August 13, 11:00 am–12:00 pm

- Learn the basics of preparing a project or proposal budget to secure foundation support.

### FINDING FOUNDATION SUPPORT FOR YOUR EDUCATION

Friday, August 28, 1:00 pm–2:15 pm

■ **WEBINAR:** Tuesday, August 4, 12:00 pm–1:00 pm

- Learn how to identify prospective foundation funders for your educational endeavors.

### GETTING STARTED WITH *FOUNDATION GRANTS TO INDIVIDUALS ONLINE*

Friday, August 28, 2:15 pm–3:00 pm

- This hands-on class will teach you how to search through detailed descriptions of more than 6,000 foundation programs in *Foundation Grants to Individuals Online*.

### INTRODUCTION TO CORPORATE GIVING

Monday, August 31, 2:00 pm–3:30 pm

- Learn about corporate donors and how to find information on corporate giving using our library's resources.

■ **WEBINARS** are live meetings or presentations over the Internet. Participants will need to have Internet access during the event. Registrants will receive an email with log in instructions.

- To register for a Webinar, please visit:  
[foundationcenter.org/getstarted/training/webinars/calendar.html](http://foundationcenter.org/getstarted/training/webinars/calendar.html)
- Please note: Webinar times are listed in Eastern Time (ET) on our web site.

Our classes are free, but registration is required. Unless otherwise noted:

- to register call 415-397-0902,  
or online at [foundationcenter.org/sanfrancisco/](http://foundationcenter.org/sanfrancisco/)
- classes are held at the Foundation Center—San Francisco,  
312 Sutter Street, #606, in downtown San Francisco.

# Special Events in August

## At the Foundation Center–San Francisco

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**Friday, August 14, 12:00 pm–1:30 pm:**

### **MAJOR GIFTS ON LIMITED TIME: USING RESEARCH TO PRIORITIZE PROSPECTS**

**Co-sponsored by Development Executives Roundtable (DER)**

With so many responsibilities, how do you decide how to use your time most wisely? In this workshop, you'll learn valuable tools to use in making time-efficient decisions about which prospects to focus on for the best results. We'll discuss what prospect research can (and cannot) answer for you, where to start your search, tips on best research sites, an introduction to electronic wealth screening and finally, how to utilize the information you do find to cultivate and solicit potential donors. Presented by Barbara Pierce, development consultant.

Cost for luncheon: DER members: \$12, non-members: \$20. As part of DER's special relationship with the Foundation Center, if participants bring their own lunch they can attend for free. **To register**, please visit: [www.dersf.org](http://www.dersf.org). Registration for this program closes Wednesday, August 12th. "Prospect Research Basics" immediately precedes this program from 10:30 am-11:45 am; please see reverse side for details.

**Wednesday, August 19, 10:00 am–12:00 pm:**

### **SUCCESSFUL FUNDRAISING CAMPAIGNS IN THE PLAGUE YEARS**

In as economically challenging a time as this, approaching prospective major donors for big gifts strikes many nonprofit staff and volunteers as counter-intuitive or just plain wrong. In this presentation, Bob Zimmerman of Zimmerman Lehman will demonstrate why this is an ideal time to cultivate relationships with major donor prospects. Bob will discuss concepts that underlie all successful major donor campaigns, he will highlight the steps to take to ensure campaign success, and he will provide a snapshot of a campaign on which Zimmerman Lehman recently worked. As Bob is fond of saying, "The biggest problem in fundraising isn't getting people to give-it's getting people to ask." Even amidst the financial maelstrom, nonprofits can plan and execute successful campaigns.

**Monday, August 24, 12:00 pm–2:30 pm in Berkeley\***

### **TEN COMMON MISTAKES IN SELECTING GRANTS MANAGEMENT SYSTEMS (AND HOW TO AVOID THEM)**

**Offered in collaboration with The American Association of Grant Professionals Northern California Chapter (AAGP NorCal)**

How do you choose a grants management database that will provide clean data, solid reports, and happy staff? The software tool itself is only half the story. Presented by Robert Weiner, an independent consultant specializing in helping nonprofit professionals make informed, strategic decisions about information technology, will cover ten common mistakes that prevent organizations from selecting the right database for them. Attendees are encouraged to bring a "brown bag" lunch. **For more information**, please email: [info@aagpnorcal.org](mailto:info@aagpnorcal.org). **To register**, please visit: <http://aagpnorcalgrntsmgtsystems.eventbrite.com/>

**\*Berkeley Location: Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA**

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Unless otherwise noted, all programs are free and are held at our library/learning center. To register, log on to our web site or call us.

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