

## Sample Of Fund Request Letters

A Sample of Letters and Other Documents Related to the Adoption and Use of the Geographic Base (DIME) Files  
Winning Grants Step by Step  
Ask a Manager  
Make Your Own Living Trust  
Election Campaign Handbook  
QuickBooks for Churches and Other Religious Organizations  
Dear Church  
Cover Letter Magic  
You Can Adopt Without Debt  
Nonprofit Kit For Dummies  
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How to Write Successful Fundraising Letters  
Persuasive Business Proposals  
MLA Handbook for Writers of Research Papers  
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The Only Grant-Writing Book You'll Ever Need  
Ultimate Book of Business Forms  
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The Art of Grant Writing  
Storytelling for Grantseekers  
The Jefferson Bible  
The Professor Is In

**A Sample of Letters and Other Documents Related to the Adoption and Use of the Geographic Base (DIME) Files**

Step-by-step guidance on how to write effective grants that get the funding you need. Complete with examples of fully-completed proposals, you'll also get an easy-to-use companion website containing guide sheets and templates that can be easily downloaded, customized, and printed. The authors provide examples of completed proposals and numerous case studies to demonstrate how the grant-seeking process typically works. Order your copy today!

### **Winning Grants Step by Step**

Previous Praise for Winning Grants Step by Step "Warning: this book works. It provokes you to ask the right questions, hand-holds you through practical exercises, and offers a map that includes paths to develop strategic relationships with funders." —E. Eduardo Romero, Nonprofit Roundtable "Winning Grants Step by Step is a very practical A-to-Z resource that speaks to the importance of staying focused on your mission every step of the way. The third edition is artfully updated with words of wisdom from grantmakers themselves, as well as updates on the latest processes and buzzwords all grantseekers need to know." —Heather Iliff, Maryland Association of Nonprofit Organizations "With solid advice and clear examples, nonprofit leaders will find it a page turner!" —Clarence Hauer, senior director, strategy and organizational development, St. Louis Nonprofit Services Consortium "Winning Grants Step by Step is a gift to

nonprofit organizations. The valuable insights and hands-on tools will instantly make any proposal more competitive." —Alex Carter, Your Nonprofit Coach "Developing great grant proposals is essential for nonprofit leaders. Winning Grants Step by Step provides important guidance to those who are new to fundraising as well as to anyone who needs a refresher. This new edition of Winning Grants brings updated tips and vivid examples. As an experienced fundraising consultant, I believe it will help my clients and colleagues alike." —Maria Gitin, CFRE, Maria Gitin & Associates "As an executive director, fundraising is on my mind every day. It's great to have a resource like Winning Grants Step by Step to use and share with my board, staff, and peers." —Deborah Menkart, executive director, Teaching for Change

### **Ask a Manager**

Praise for Fired-Up Fundraising: Turn Board Passion into Action "Fired-Up Fundraising is honest, realistic, practical, and inspiring. It transforms the whole concept of fundraising from obligation and drudgery into passion and fun. Every CEO, development director, development consultant, and board chair needs to have and use this book." —Charles F. (Chic) Dambach President and CEO, Alliance for Peacebuilding Former Senior Consultant, BoardSource "A breakthrough! Fired-Up Fundraising takes the mystery out of engaging your board in the ongoing work of fundraising. In this well-organized little book, Gail Perry lays out a commonsense, four-step process that will fire up your board and help you meet

your fundraising goals, year after year." —Mal Warwick author of *How to Write Successful Fundraising Letters* "Fired-Up Fundraising: Turn Board Passion into Action is by far the best book I have ever read on how to involve board members in the entire process of fundraising, from identifying prospects, cultivating them, and finally making 'the ask.' Just as important, it is an invaluable guide on how to select, enlist, train and especially inspire board members so they take ownership of their institutions. Every nonprofit CEO and development officer should read this book." —Robert L. Gale President Emeritus, Association of Governing Boards of Universities and Colleges and founder of BoardSource (formerly known as the National Center for Nonprofit Boards) "This is the book for which EVERY nonprofit chief executive has been yearning since time immemorial. Every nonprofit needs money to survive and thrive, and every nonprofit has a board of trustees to help raise it, but few nonprofits come anywhere near using their boards to maximum benefit. *Fired-Up Fundraising*, a reader-friendly, realistic, and practical playbook written by a richly experienced, highly literate fundraiser turned consultant, takes readers by the hand and leads them step-by-step through eminently doable ways of inspiring the greatest possible engagement of-and return from-their trustees. It will instantly become the gold-standard guide for building successful boards." —Joel Fleishman Professor of Law and Public Policy and Director, The Foundation Research Program, Duke University

### **Make Your Own Living Trust**

Bookkeeping for churches can be quite different than for-profit businesses, and the other guides available cover either QuickBooks or church accounting, not both. Lisa London, *The Accountant Beside You*, walks you through QuickBooks for your church from start to finish, always with examples, terminology, and understanding of what a busy church administrator needs to know in a clear, concise style. With her friendly easy-to-understand style and illustrative screenshots, Lisa guides new QuickBooks users every step of the way, while her tips for how to make QuickBooks work better for churches provides new insight and procedures for even the experienced bookkeeper. Not only does she step you through how to set up QuickBooks and utilize it more efficiently for your house of worship, but she also discusses everything you need to know to implement controls and procedures to ensure that your church's money is always protected. *QuickBooks for Churches* covers PC versions of QuickBooks from 2012 forward and even includes what's new in the 2014 version. Lisa offers sound accounting procedures for both large and small houses of worship, for bookkeepers with years of experience as well as those just starting out. Let *The Accountant Beside You* take one more worry off your crowded to-do list.

### **Election Campaign Handbook**

Offers parents of special needs children information on how best to advocate for

their child.

### **QuickBooks for Churches and Other Religious Organizations**

For the first time in history, eradicating world poverty is within our reach. Yet around the world, a billion people struggle to live each day on less than many of us pay for bottled water. In *The Life You Can Save*, Peter Singer uses ethical arguments, illuminating examples, and case studies of charitable giving to show that our current response to world poverty is not only insufficient but morally indefensible. *The Life You Can Save* teaches us to be a part of the solution, helping others as we help ourselves.

### **Dear Church**

The ideal graduation gift for anyone about to enter the workforce, a witty, practical guide to 200 difficult professional conversations—featuring all-new advice from the creator of the popular website *Ask a Manager* and New York’s work-advice columnist. There’s a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she

tackles the tough discussions you may need to have during your career. You'll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit “reply all”
- you're being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
- your cubemate's loud speakerphone is making you homicidal
- you got drunk at the holiday party

Advance praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Clear and concise in its advice and expansive in its scope, Ask a Manager is the book I wish I'd had in my desk drawer when I was starting out (or even, let's be honest, fifteen years in).”—Sarah Knight, New York Times bestselling author of The Life-Changing Magic of Not Giving a F\*ck

### **Cover Letter Magic**

## **You Can Adopt Without Debt**

2012 First Place AJN Book of the Year Award Winner in Nursing Research! "This is a resource for success and should be a part of any researcher's library."--Doody's Medical Reviews This book is a practical, user-friendly guide for health care researchers across multiple disciplines who are involved in intervention research. It provides all of the essential elements needed for understanding how to design, conduct, analyze, and fund intervention studies that are replicable and can withstand the scrutiny of the Institutional Review Board and peer review. Developed from an annual continuing education workshop on intervention studies conducted by Dr. Melnyk, this text is the most comprehensive body of information available on this topic. Contributors address the design of interventions that are ethically considerate and sensitive to culture, race/ethnicity, and gender, minimizing threats to external and internal validity, measurement, and budgeting. The guide explores such implementation issues as subject recruitment and retention, data management, and specialized settings, cost analysis, and explaining intervention effects. The text also guides readers in writing grant applications that fund , and addresses how to move intervention study findings into the real world. A unique addition to the book is the availability of digital examples of progress reports, final reports, and research grant applications that have received funding from the National Institutes of Health and other relevant organizations. This text is a valuable resource for all health care professionals

conducting research and for doctoral students in health care studies. Key Features: Presents the essential tools for designing, conducting, analyzing, and funding intervention studies Designed for use by health care professionals conducting intervention research Provides comprehensive, accessible guidelines for doctoral students across all health care disciplines Instructs readers on writing grant applications that fund Includes digital examples of funded research grants, progress reports, and final reports

### **Nonprofit Kit For Dummies**

"Working from research conducted over six years with hundreds of charities and donors, 'Donor-Centered Fundraising' paints a candid picture of why donors stop giving to charities they once supported, and what it will take to preserve their loyalty in the future. In clear language and backed by statistical evidence, Penelope Burk explores the pitfalls of our traditional approaches to donor communication and recognition and articulates what donors want but seldom get from the charities they support. The book features straightforward and accessible calculations that show how much money charities are failing to raise, and offers a step-by-step procedure for testing a donor-centered alternative and gaining its acceptance in any organization."--From publisher description.

## **Nonprofit Kit For Dummies**

### **How to Write Successful Fundraising Letters**

Grant Writing For Dummies, 3rd Edition serves as a one-stop reference for readers who are new to the grant writing process or who have applied for grants in the past but had difficulties. It offers 25 percent new and revised material covering the latest changes to the grant writing process as well as a listing of where to apply for grants. Grant writers will find: The latest language, terms, and phrases to use on the job or in proposals. Ways to target the best websites to upload and download the latest and user-friendly application forms and writing guidelines. Major expansion on the peer review process and how it helps improve one's grant writing skills and successes. One-stop funding websites, and state agencies that publish grant funding opportunity announcements for seekers who struggle to find opportunities. New to third edition.

### **Persuasive Business Proposals**

Help your nonprofit thrive Need practical advice on running a nonprofit? No problem! Packed with the latest tips and techniques on starting and managing a

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charitable organization, this easy-to-follow guide offers everything you need to help your nonprofit endure the ups and downs of the economy. From applying for your tax exemption to raising money to pay for your programs, it covers it all. So get ready to bring in the bucks — and enjoy watching your nonprofit prosper. Write a mission statement Craft a compelling pitch Raise money online Apply for grants Get the word out Adapt in hard times Prepare a solid budget Project cash flow

### **MLA Handbook for Writers of Research Papers**

Use the latest technology and techniques to craft winning proposals.

### **Donor-centered Fundraising**

Covering the entire fundraising process, this comprehensive text offers a wealth of practical strategies for pursuing "big time" grants and gifts for America's public schools.

### **College Essay Essentials**

### **Intervention Research**

## **Redeeming Power**

## **Big-Time Fundraising for Today's Schools**

## **Grant Writing For Dummies**

Many families want to adopt, but do not have the large amount of money it takes to complete a private domestic or international adoption. Some quickly give up the idea of adopting and are left feeling frustrated, overwhelmed, and discouraged. Those who choose to proceed often take out large loans or borrow from family and friends which adds to the financial pressure on the family. Author Julie Gumm shares proven strategies from her own experience as well as from others that include applying for grants, creative budgeting, and fundraising that prospective adoptive parents can use to prepare for and avoid those high costs associated with adoption.

## **The Everything Parent's Guide to Special Education**

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Power has a God-given role in human relationships and institutions, but it can lead to abuse when used in unhealthy ways. Speaking into current #metoo and #churchtoo conversations, this book shows that the body of Christ desperately needs to understand the forms power takes, how it is abused, and how to respond to abuses of power. Although many Christians want to prevent abuse in their churches and organizations, they lack a deep and clear-eyed understanding of how power actually works. Internationally recognized psychologist Diane Langberg offers a clinical and theological framework for understanding how power operates, the effects of the abuse of power, and how power can be redeemed and restored to its proper God-given place in relationships and institutions. This book not only helps Christian leaders identify and resist abusive systems but also shows how they can use power to protect the vulnerable in their midst.

### **Guide to California Foundations**

The prospect of writing a proposal can be overwhelming - especially if you're new to proposal writing. Where do you start? How do you make sense of the unique terminology? What information do you need to gather? How do you find funding sources? How can you best communicate your vision to others? Representing more than sixty years of proposal writing experience, *The Art of Grant Writing* will not only cover the basics of proposal writing, but also some of the "tricks of the trade" shared by professionals who have been at it successfully for a number of years. It's

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a practical, straightforward "how-to" guide to writing proposals and is filled with practical tips, cautions, and time-saving ideas. Whether you are new to proposal writing or already have some experience, there's something for everyone in this book. "After 40 years of grants research, grant writing, and grant management I firmly believe that grant proposal writing is both an art and a science. The wonderful thing about this book is the way Ms. Gherman has interwoven these two approaches. If you're a novice grant writer, this book will guide you through this process with ease. If you are a professional, I think you will find hidden jewels to strengthen your own approach to proposal development." -Cynthia M. Adams, CEO/President, GrantStation.com, Inc. "The Art of Grant Writing gives me a base of reference to create a good working tool for my staff a real "how-to" instruction style with solid reference material." -JoAnn Polston, Healy Lake Traditional Council, Healy Lake, Alaska "I was completely overwhelmed at the prospect of writing a grant proposal to anyone outside of our local area. I did not want to embarrass our organization. I now feel I have the tools to write a grant proposal which may be funded." -Lisa Gregory, Habitat for Humanity, Beckley, WV

### **GAO Documents**

### **The Life You Can Save**

## **Be a Winner!**

### **The Graduate Medical Education Committee Handbook**

You'll learn all the essential components of writing for success from this go-to book for writing for fundraising! Mal Warwick, the nation's premier letter-writing tutor and direct mail expert, shows you the essential tools for making your direct marketing program a success. He gives you both general advice about the most effective direct mail strategies and specific guidance. Learn his step-by-step model through all the critical stages -from laying the groundwork for a prosperous campaign through the importance of thanking donors. Includes new chapters on E-mail solicitations, monthly and legacy giving and free downloads on [josseybass.com](http://josseybass.com). Refreshed and Revised: Gain insight into current trends in the field with updated cases, samples, and examples Access more content for small to medium NPOs with limited budgets and resources Learn the latest technology with new sections on typography and lay out

### **199 Fun and Effective Fundraising Events for Nonprofit Organizations**

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Tired of reinventing everyday business documents? Now there's an easier way. From hiring the right people to selling your products or services, 200+ ready-to-use business forms ? available immediately via download - help you administer business activities accurately and consistently. Covering all aspects of business, and applicable across many industries, this ultimate go-to resource provides forms relevant to: ? Human resource recruitment and management ? Employee records ? Employee and workplace safety ? Employee termination ? Sales and revenue analysis ? Credit, billing and collections ? Contracts and agreements ? Corporate governance ? Business operations ? Basic accounting ? Cash disbursements and purchasing ? Inventory movement and valuation ? Financial reports ? Intellectual property ? Tax credits and rebates ? And more! Organized to support you through all stages of business growth from the basics to business specific issues, when you need to ?Get it in writing,? don't reinvent the wheel. Use these proven tools to get the job done right ? first time, every time!

### **Real Grant Writing**

Suggests one hundred ninety-nine events to raise money for nonprofit organizations, including 50/50 raffles, cakewalks, dunk tanks, money trees, rummage sales, ballroom dance lessons, walking billboards, and bachelor auctions.

## **Winning Grants Step by Step**

Your GMEC is responsible for so much more than meetings and paperwork. It takes more than just meetings and paperwork to run an effective residency program. You need a Graduate Medical Education Committee (GMEC) that is driven to lead both quality of education and quality of life for residents. Not to mention the critical role of the GMEC in obtaining and maintaining accreditation. With such vital responsibility in obtaining accreditation, it is crucial that GMEC members understand the function of the committee and their role. The Graduate Medical Education Committee Handbook is a complete g

## **How To Say It**

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 150 sample cover letters written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous.

## **The Complete Grants Sourcebook for Higher Education**

The definitive career guide for grad students, adjuncts, post-docs and anyone else

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eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including:

- When, where, and what to publish
- Writing a foolproof grant application
- Cultivating references and crafting the perfect CV
- Acing the job talk and campus interview
- Avoiding the adjunct trap
- Making the leap to nonacademic work, when the time is right

*The Professor Is In*

addresses all of these issues, and many more.

### **Winning Strategies for Developing Grant Proposals**

Lenny Duncan is the unlikeliest of pastors. Formerly incarcerated, he is now a black preacher in the whitest denomination in the United States: the Evangelical Lutheran Church in America (ELCA). Shifting demographics and shrinking congregations make all the headlines, but Duncan sees something else at work--drawing a direct line between the church's lack of diversity and the church's lack of vitality. The problems the ELCA faces are theological, not sociological. But so are the answers. Part manifesto, part confession, and all love letter, *Dear Church* offers a bold new vision for the future of Duncan's denomination and the broader mainline Christian community of faith. *Dear Church* rejects the narrative of church decline and calls everyone--leaders and laity alike--to the front lines of the church's renewal through racial equality and justice. It is time for the church to rise up, dust itself off, and take on forces of this world that act against God: whiteness, misogyny, nationalism, homophobia, and economic injustice. Duncan gives a blueprint for the way forward and urges us to follow in the revolutionary path of Jesus.

### **The Only Grant-Writing Book You'll Ever Need**

"This book provides a comprehensive, step-by-step guide for grant writers, demystifying the process while offering indispensable advice from funders and grant recipients. This new, 4th edition offers a comprehensive look at the entire grants process as it stands in today's unsettled economy, plus the latest trends. "--

### **Ultimate Book of Business Forms**

Catalog of reports, decisions and opinions, testimonies and speeches.

### **How to Write a Grant Proposal**

Grantwriters often have little or no training in the practical task of grantseeking. Many feel intimidated by the act of writing, and some don't enjoy writing. In *Storytelling for Grantseekers, Second Edition*, Cheryl Clarke presents an organic approach to grantseeking, one that views the process through the lens of the pleasures and rewards of crafting a good story. Grantseekers who approach the process as one in which they are connecting with an audience (grantmakers) and writing a narrative (complete with settings, characters, antagonists and resolutions) find greater success with funders. The writing process becomes a rewarding way to tell the organization's tale, rather than a chore, and their passion and creativity lead to winning proposals. This book walks readers through all the

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main phases of the proposal, highlighting the creative elements that link components to each other and unify the entire proposal. The book contains resources on crafting an effective synopsis, overcoming grantwriter's block, packaging the story, and the best ways to approach the "short stories" (inquiry and cover letters) that support the larger proposal. Clarke also stresses the need to see proposal-writing as part of a larger grantseeking effort, one that emphasizes preparation, working with the entire development staff, and maintaining good relations with funders. In *Storytelling for Grantseekers*, new and experienced grantseekers alike will discover how to write and support successful proposals with humor and passion. New edition features: Overall updates as well as both refreshed and new examples Workshop exercises for using the storytelling approach New chapters on the application of the storytelling method to other fundraising communications like appeal letters and case statements, as well as the importance of site visits Example of a full narrative proposal

### **Fired-Up Fundraising**

The Jefferson Bible, or *The Life and Morals of Jesus of Nazareth* as it is formally titled, was a book constructed by Thomas Jefferson in the latter years of his life by cutting and pasting numerous sections from various Bibles as extractions of the doctrine of Jesus. Jefferson's composition excluded sections of the New Testament containing supernatural aspects as well as perceived misinterpretations he

believed had been added by the Four Evangelists. In 1895, the Smithsonian Institution under the leadership of librarian Cyrus Adler purchased the original Jefferson Bible from Jefferson's great-granddaughter Carolina Randolph for \$400. A conservation effort commencing in 2009, in partnership with the museum's Political History department, allowed for a public unveiling in an exhibit open from November 11, 2011, through May 28, 2012, at the National Museum of American History.

### **The Art of Grant Writing**

Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

### **Storytelling for Grantseekers**

This book provides a through discussion of how to prepare your own living trust, including forms and instructions. As many people know, it is highly desirable to avoid probate of your property, which is what a living trust accomplishes. The book gives you detailed, precise explanations of how to prepare a living trust using a form from the book and how to transfer property into the trust. Subjects covered include: what a living trust is and how it works probate and why you want to avoid

it choosing your beneficiaries choosing the trustees and successor trustee of your trust leaving property to minor children a living trust as part of your estate plan

### **The Jefferson Bible**

This practical guide features comprehensive lists of words, phrases, sentences, and paragraphs that allow you to express yourself on any subject in your own voice and style. It teaches what to include and what to leave out when writing. Whether you want to sound formal or casual, traditional or contemporary, businesslike or lighthearted, distant or intimate, you'll find here the words for every letter writing occasion, including: - Business letters - Personal letters - Get-well cards - Invitations - Resumes - And more! With helpful grammatical appendices and sample letters, say goodbye to your writing etiquette worries!

### **The Professor Is In**

Writing an amazing college admission essay is easier than you think! So you're a high school senior given the task of writing a 650-word personal statement for your college application. Do you tell the story of your life, or a story from your life? Do you choose a single moment? If so, which one? The options seem endless. Lucky for you, they're not. College counselor Ethan Sawyer (aka The College Essay Guy)

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will show you that there are only four (really, four!) types of college admission essays. And all you have to do to figure out which type is best for you is answer two simple questions: 1. Have you experienced significant challenges in your life? 2. Do you know what you want to be or do in the future? With these questions providing the building blocks for your essay, Sawyer guides you through the rest of the process, from choosing a structure to revising your essay, and answers the big questions that have probably been keeping you up at night: How do I brag in a way that doesn't sound like bragging? and How do I make my essay, like, deep? Packed with tips, tricks, exercises, and sample essays from real students who got into their dream schools, *College Essay Essentials* is the only college essay guide to make this complicated process logical, simple, and (dare we say it?) a little bit fun.

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