

# **EVDP: Preparing for Meet the Grantmakers**

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## **EVDP Annual 2016: Meet the Grantmakers**

**Date & Time:** May 10, 2016 11:30-2:00

**Location:** LCC Downtown location

**Parking:** City Overpark at 10<sup>th</sup> & Oak;

Parcade at 8<sup>th</sup> & Willamette

Broadway South (983 Charnelton) ,

Broadway North (863 Charnelton)

Under the Public Library – limited to 3 hrs

\*\* No Parking Vouchers are available.

**Register** online at EVDP.org    **Check in** at the event desk    **Lunch** is buffet style

**\*\* Take care of your membership status the week prior to the event. Do not plan on renewing your membership at the event – this causes delays and long lines for everyone else.**

**\*\* If you want lunch, please register online and pay for lunch in advance. Extra lunches may not be available to purchase on the day of the event.**

## **Preparing for Meet the Grantmakers:**

### **\*Be clear on the goals and format of the Grantmakers event**

Goal: Opportunity for foundations and nonprofits to personally meet and connect to determine if they are a “good fit” .

Number of foundations: Usually 10-15

Format: Foundation representatives are at a table and you spend 20 minutes at a table. There are five table rotations so pick your five foundations tables wisely.

Process: When you sit at a table each person introduces themselves so have your elevator speech prepared.

### **\*Your nonprofit description**

A concise description of your nonprofit and its mission is important.

Clarify your nonprofit needs and their priority. 1-3 clear potential requests.

Have business cards, annual report and/or other contact information to share with others.

### **\*Research online the foundations attending the Meet the Grantmakers event**

Develop a folder on each of the foundations

What is the mission of the foundation?

What are their funding priorities?

What are the dates by which proposals must be submitted?

What proposals have they funded in the past year or two?

What is the amount or range of awards for each funding priority?

How good is the “fit” between your needs and the funding priorities?

Rank each of the foundations in terms of fit and choose the top five.

For each of the five foundations draft the 1-3 questions you need answered.

Gather personal contact information for each foundation.

Take notes on responses to your and others questions.

Following the meeting review your notes and make contact with the best fit foundations thanking them and asking any additional questions.

## Foundation Assessment Worksheet

**Initial Rating: Low, Medium, High**

**Top 5 Rank**\_\_\_\_\_

Name of Foundation:\_\_\_\_\_ Representative at EVDP\_\_\_\_\_

Web Address:\_\_\_\_\_

Phone Number:\_\_\_\_\_

Mission

List of Funding Priorities:

Submission Deadlines:\_\_\_\_\_

Examples of Recent Awards:

Amounts or Range of Awards:\_\_\_\_\_

What areas of funding are a fit with my nonprofit?

Rating of fit:   Low   Medium   High

What 1-3 questions do I need answered?

Notes: