

Using
Foundation Directory Online
and other resources of the
Wichita Public Library



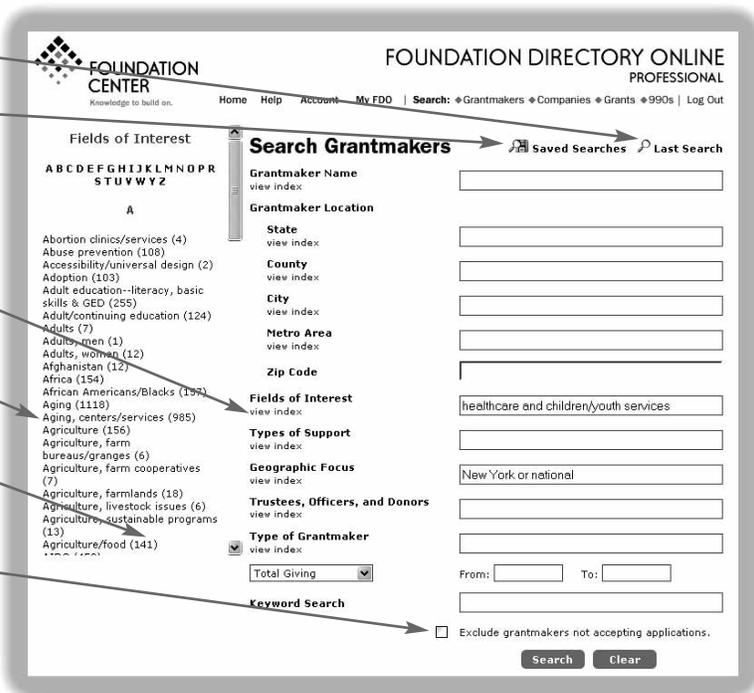
Tips for Searching

Foundation Directory Online Professional

SEARCH GRANTMAKERS

THE GRANTMAKER DATABASE contains more than 92,000 profiles of private foundations, grantmaking public charities, and corporate giving programs, with 15 searchable fields available. Use this to search for grantmakers based on their giving guidelines and stated areas of interest.

Example: "I am looking for grantmakers that give to children and youth health programs in New York."



The screenshot shows the 'Search Grantmakers' page. Annotations point to various features:

- Click to load last search.** Points to the 'Last Search' link.
- Click to save searches.** Points to the 'Saved Searches' link.
- Click to see the index of terms for this search field.** Points to the 'view index' link for the 'Fields of Interest' field.
- Click on the term to put it into the search box.** Points to the 'healthcare and children/youth services' term in the 'Fields of Interest' list.
- Number in parentheses shows how many grantmakers have a stated interest in that field.** Points to the number '197' next to 'African Americans/Blacks'.
- Check this box to screen out grantmakers that don't accept applications.** Points to the checkbox labeled 'Exclude grantmakers not accepting applications.'

TIPS*

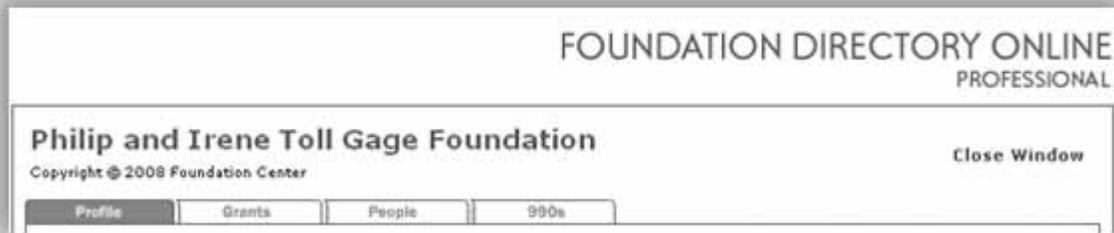
- ◆ 2 approaches: Start with a narrow search using 2 or more "Fields of Interest" terms, then broaden your search; OR start with a broader term (e.g., "human services") then narrow with more or different terms
- ◆ Use "Grantmaker Location" to search for local grantmakers. Grantmaker locations can be searched by state, county, city, metro area, and zip code. Use "Geographic Focus" to also search for out-of-state grantmakers, national and international grantmakers
- ◆ To change the relationships between words: AND will narrow your search, OR will expand your search, NOT will exclude words or phrases

*For more search tips, also see the Search Tutorial from the **Foundation Directory Online** home page or the **Foundation Directory Online Guided Tour** (foundationcenter.org/getstarted/tutorials/fdoguidedtour/) from our web site.

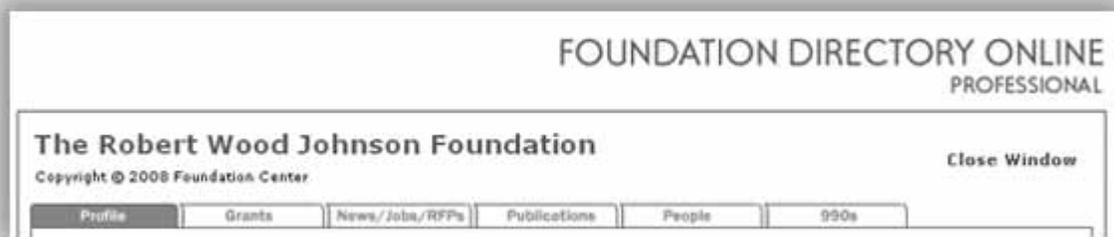
NOT ALL FUNDER PROFILES HAVE THE SAME LEVEL OF INFORMATION!

The size and content of a grantmaker profile depends largely on the scope and nature of the funding programs and the availability of information on the grantmaker. Profiles may or may not include a purpose and activities statement, fields of interest, geographic focus, and/or the grantmaker's limitations.

All foundations and grantmaking public charities have profiles and links to Forms 990/990-PF.



Larger grantmakers have a greater depth of information.



WHAT IS IN EACH TAB?

PROFILE: Grantmaker's giving interests, application requirements, etc. (see sample profile).

GRANTS: Click to search the grants of the grantmaker you're viewing. Subtabs will appear. Click on:

LIST subtab to see a full list of the grantmaker's grants indexed in the database;

CHARTS subtab to view color, printable charts of the grantmaker's giving trends, based on various parameters; and,

SEARCH subtab to search the grantmaker's grants.

NEWS/RFPs/JOBS: Grantmaker-related headlines, requests for proposals, and job opportunities that have been posted on our web site's *Philanthropy News Digest* (foundationcenter.org/pnd/).

PUBLICATIONS: Grantmaker-sponsored reports from our web site's *PubHub* (foundationcenter.org/research/pubhub/). You also can link to a list of books and articles on the grantmaker from the *Catalog of Nonprofit Literature*, the Center's library catalog (cnl.foundationcenter.org/).

PEOPLE: Names, titles & affiliations of Officers, Trustees, Donors, and key staff.

990s: Links to the funder's recent Forms 990/990-PF.

SEARCH COMPANIES

THE COMPANY DATABASE contains more than 3,600 profiles of companies that sponsor corporate giving programs, foundations, and grantmaking public charities, with 14 searchable fields available. *Use this to search for sponsoring companies based on their location, their business activities, and the locations of their subsidiaries.*

Example: "I am looking for companies located in New York that manufacture sporting goods."

Click to load last search.

Click to save searches.

Click to see the index of terms for this search field.

Click on the term to put it into the search box.

Number in parentheses shows how many companies are involved in that business activity.

The screenshot shows the 'Search Companies' page of the Foundation Directory Online Professional. The page has a header with the Foundation Center logo and navigation links. The main content area is divided into a left sidebar for 'Business Type (SIC)' and a main search form. The sidebar lists various business categories with numbers in parentheses, such as 'Abrasive, asbestos, and nonmetallic mineral products (9)'. The search form includes fields for 'Company Name', 'Company Location' (with sub-fields for State, County, City, Metro Area, and Zip Code), 'Business Type (SIC)', 'Officers/Directors', 'Subsidiary Name', 'Subsidiary State/Country', and 'Subsidiary City'. There are also 'Total Sales' and 'Keyword Search' fields. At the bottom, there are 'Search' and 'Clear' buttons and a 'SORT BY' section with radio buttons for 'Total Sales', 'Alphabetic', 'Ascending', and 'Descending'. Annotations with arrows point to specific elements: 'Click to load last search.' points to the 'Last Search' link; 'Click to save searches.' points to the 'Saved Searches' link; 'Click to see the index of terms for this search field.' points to the 'view index' link under 'Business Type (SIC)'; 'Click on the term to put it into the search box.' points to the 'Games, toys and sporting and athletic goods' term; and 'Number in parentheses shows how many companies are involved in that business activity.' points to the number '43' in the 'Apparel and accessory stores/miscellaneous (43)' entry.

TIPS*

- ◆ If you're looking for in-kind gifts, use the Business Type (SIC) search field to find sponsoring companies that manufacture or produce certain products
- ◆ Use the Officers/Directors search field to identify companies affiliated with your organization's donors, board members, or volunteers
- ◆ Since many companies support communities where they operate, use the Subsidiary State/Country and Subsidiary City search fields to find companies in your geographic area

*For more search tips, also see the *Foundation Directory Online Guided Tour* (foundationcenter.org/getstarted/tutorials/fdoguidedtour/) from our web site.

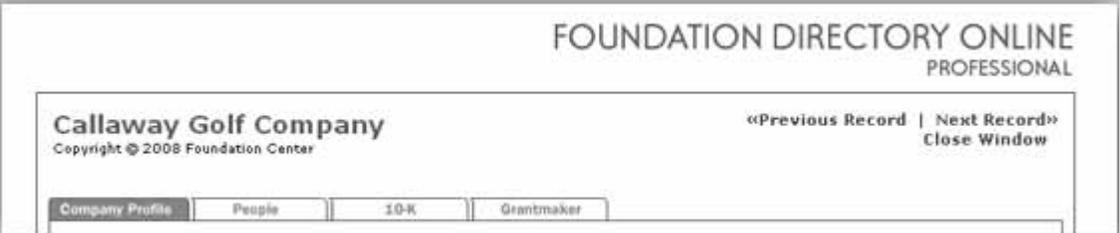
NOT ALL COMPANY PROFILES HAVE THE SAME LEVEL OF INFORMATION!

The size and content of a company profile depends largely on the type of company and the availability of information. Profiles may or may not include the company's name and address; the company's URL; establishment information; company type; the company's ticker symbol and exchange; business activities; financial data; directors and corporate officers; names and/or locations of subsidiaries, divisions, joint ventures, plants, and offices; countries of international operations, and historic merger information.

All companies have profiles and links to affiliated grantmaker profiles.



Public companies have links to Securities and Exchange Commission (SEC) 10-K filings.



SEARCH GRANTS

THE GRANTS DATABASE IN PROFESSIONAL contains approximately 1.3 million records of recently awarded grants by the largest grantmakers, with 13 searchable fields available. Each record links to the grantmaker's profile and, when possible, to the recipient's web site. **Use this database to find organizations or projects similar to yours that have received grants, review grants made by a specific foundation, or get ideas for search terms that describe your program.** (Search Grants is not available in *Foundation Directory Online Basic*.)

Example: "I am looking for examples of funded projects in California that address childhood obesity."

Click to load last search.

Click to save searches.

Number in parentheses shows how many grant records are in the database for that term.

Asterisk (*) is a truncation symbol that can be used in place of one or more characters.

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Home Help Account My FDO Search: Grantmakers Companies Grants 990s Log Out

Subjects: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Grants

Grantmaker Name:

Recipient Name:

Recipient Location:

State/Country:

County:

City:

Metro Area:

Zip Code:

Recipient Type:

Subjects:

Types of Support:

Year Authorized:

Keyword Search:

From: To:

Sort By:

- Grant Amount
- Alphabetic
- Year Authorized
- Ascending
- Descending

GRANT RECORDS

Click here to go to the associated grantmaker's profile.

Content of a grant record varies based on availability of information from a grantmaker's IRS information returns, annual reports, and grant lists.

Get ideas for search terms from Subject headings.

Click here to go to the recipient's Form 990.

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«Previous Record | Next Record»
Close Window

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Grant Details | Grantmaker

Grant Details

Recipient	Vista Hill Foundation
Location	San Diego, CA
Zip Code	92123-1451
County	San Diego
Metropolitan Statistical Area (MSA)	San Diego-Carlsbad-San Marcos, CA
Recipient URL	http://www.vistahill.org/
Type of Recipient	Mental health, treatment; Substance abuse, treatment
Grantmaker	The San Diego Foundation, CA
Grantmaker Geographic Focus	CA
Grant Amount	\$35,000
Year Authorized	2007
Description	To improve accessibility and nutritional quality of emergency food supplies for low-income women and children at ParentCare Center who are recovering from chemical dependency
Type(s) of Support	Program development
Subject(s)	Children/youth; Economically disadvantaged; Food services; Human services, emergency aid; Mental health, treatment; Mentally disabled; Nutrition; Substance abuse, treatment; Substance abusers; Women
Recipient EIN	951944230
Recipient 990	2006 2005 2004 2003 2002

Tools

- E-mail
- Print/Save

Tag this record:

Click to send this as an email.

Click to print or save.

Create your own categories to tag records for easy retrieval.

SEARCH 990

Search 990s contains recent IRS Forms 990/990-PF for all foundations and grantmaking public charities in *Foundation Directory Online* (472,000+ documents). Use this database to search for grants to organizations and projects similar to yours. (Search 990s is available only in *Foundation Directory Online Professional*.)

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Home Help Account My FDO | Search: ♦ Grantmakers ♦ Companies ♦ Grants ♦ 990s | Log Out

Search 990s

Search across the entire text of recent IRS Forms 990 for grantmaking organizations by entering criteria in the field labeled "Keyword Search."

Keyword Search

Narrow your search results by entering additional criteria in the remaining fields.

Fiscal Year

Grantmaker Name

Grantmaker City

Grantmaker State Code (e.g. NY)

Grantmaker Zip Code

Grantmaker EIN

Last Search

- ♦ FAQs
- ♦ Search Tutorial
- ♦ Free Newsletters
- ♦ E-mail to a Friend
- ♦ FDO Talk
- ♦ Contact Us

- ♦ “Keyword Search” scans IRS filings for search terms. Other search fields (Fiscal Year, Grantmaker Name, etc.) scan *Foundation Directory Online* entries.
- ♦ To change the relationships between words: AND will narrow your search, OR will expand your search, AND NOT will exclude words or phrases, W/N will search for words near each other (where N = number of words separating the 2 terms – see example).
- ♦ Asterisk (*) is a truncation symbol.
- ♦ Only search terms from “Keyword Search” box will be highlighted in the Form 990/990-PF. Search terms typed into other fields (Fiscal Year, Grantmaker Name, etc.) will not be highlighted.
- ♦ Click on Adobe’s “Jumps to next highlight” button to go to next highlighted instance of search terms.
- ♦ Click on “View the Grantmaker Profile” to go to funder’s profile.



Using AND vs. W/30 (W/N): When using AND to search for 2+ words, the search engine will return any Forms 990 that have those words, even if the words are pages apart. When using W/30 to search for 2+ words, there is a greater chance that the 2 words will be within 30 words of each other, e.g., a program description for a recently awarded grant.

A Note About Highlighting: The technology used to scan the text in the Search 990s documents – optical character recognition or OCR – looks for matches to words you type into the “Keyword Search” field, highlighting them when it finds one. This technology is not a perfect science, and there may be instances where you find highlighting to be slightly off its mark, or you may find a different word highlighted because the search was not able to differentiate it from the term on which you were searching.