

Sample Grant Administrator Script

Calling and speaking to a Grant Administrator could mean the difference between receiving a grant award and ending up at the bottom of the proposal stack when it comes time for application reviews. Taking 5-10 minutes to connect with someone can provide you with a wealth of information that could prove not only relevant to that particular requests, but to your entire grant fundraising strategy. Using the following script as a guideline for your conversation (or edited for an email) can help you garner the information you need to move forward confidently with your request.

Ask to speak to the Grant Manager. Note that person's name (if different from list) for future reference.

Introduce yourself.

Tell them why you're calling (to ask a few questions to make sure you have the correct and current information about their grant submission guidelines).

If you or someone on your board has a connection to someone on their board or reviewing committee, reference that connection. "John Smith suggested that I reach out to you today." Look at their profile and 990 reports for these contacts.

Briefly describe your organization and the funding need.

Reference the connection between the funding need/your organization's mission and the foundation's funding initiatives. Example: "I wanted to connect today because XYZ Foundation has previously supported nonprofits that help ... (general information about your clients), and I believe that our work is a good fit with your foundation's mission."

Use the questions and spaces on the following page to guide your conversation, keep notes on his or her responses, and customize your grant application for the highest likelihood of successful requests.

Foundation Name: _____ **Call Date:** _____

Contact Name/Title: _____

Project/Program for Request: _____

- Based on what I've shared with you so far, do you think an application would be appropriate? If no, ask what specifically didn't match and if they would be open to other requests from your organization. This may be the natural end of the conversation.

- Your guidelines state that the next deadline is [date]. Is that correct?

- Would you be able to review our proposal for input and suggestions prior to final submission?

- Can you advise me on the appropriate amount for a grant request?

- Are there any other foundations that you would suggest we should be talking to about this project?

- How many copies of our proposal would be helpful? _____

- Is there anything else you could share that you feel would be helpful?

Thank them for their time.