

A. Overview : What is Foundation Directory Online Professional?

Foundation Directory Online Professional (FDO Professional) contains data files on grantmakers and their recent grants. It is designed primarily for non-profit organizations seeking potential sources of funding. It is updated weekly.

FDOP contains **four core searchable databases**. There are four tabs at the top of the main page that link you to these databases.

Grantmakers

- Contains records for all known active foundations, grantmaking public charities, and numerous corporate giving programs in the United States, more than 140,000 grantmakers in all.
- Contains more than 500,000 trustees, officers, and donors.
- Grantmaker profiles vary in size and scope depending largely on the scope and nature of the funding program and the availability of information on the grantmaker
- Additional information may include a description of the application procedure, financial data, and a list of recently awarded grants.
- Funder portfolios include tabs for recent news, jobs, and RFPs; publications; and key staff affiliations

Grants

- Contains records for more than 3.8 million awarded grants, with links to the grantmakers to more than 200,000 grant recipients.
- Grant searches can also be useful to supplement grantmaker and other searches

Companies

- Contains records for more than 5,000 sponsoring companies providing leads to corporate funders.

990s

- Contains more than 1,000,000 keyword-searchable IRS tax filings for private foundations (990-PF) and public charities (990).

FDOP also includes five additional searchable databases containing news, RFPs, jobs, IssueLab Reports, and the Catalog of Nonprofit Literature available through the Foundation Center. All nine databases are searchable in FDOPs Power Search mode.

To see a video that provides an overview of the databases as well as additional video tutorials for using FDOP at SMPL, go to Santa Monica Library's YouTube page at youtube.com/santamonicapl

I. Search Grantmakers database

*It is not necessary to fill in every line of criteria, just start with the most important ones like **fields of interest** and **geographic focus**. Use the field indexes to choose search terms. Use the number of hits to determine what other criteria to add to modify your search.*

SAMPLE SEARCH #1: Fields of Interest

Question: *I work with a homeless outreach group in Santa Monica and we are looking for grantmakers who are interested in assisting homeless children. In my search, I would like to eliminate grantmakers who do not accept applications.*

Search strategy:

Fields of Interest = (Homeless people OR Homeless services) AND Children and youth

AND Geographic Focus = California OR National

Check box: Exclude grantmakers not accepting applications

Tips: *Be sure to use the “View Index” link below the field you want to search to help you fill in the appropriate vocabulary for categories like Fields of Interest or Types of Support. At the top of the index list, click on the letter that matches the beginning of the word you are searching for. Note that the “OR” operator is automatically inserted between index terms within a search field. You can change that to “AND” which will narrow your search by requiring both index terms in result list records. See example above for Fields of Interest search.*

Modify Search:

AND Support Strategy = General Support

*The only search field that **does not have an index** is the Keyword Search. The Keyword Search criterion will search for words or phrases appearing anywhere within the grantmaker records, including the purpose and activities, program areas, and limitations sections.*

B. Marking, Printing, Saving & Emailing Records & Lists

- There are checkboxes for selecting records, or you can select all records.
- You have the option of printing, saving or emailing *records*, or printing, saving or emailing *lists*.
- The email form includes a comments box in which you can type or copy & paste your search strategy & refinements.
- You can export your results into a spreadsheet. Exporting expands the list format with additional contact information.

II. Search Grants Database

Question: I would like to know which environmental groups in California have received grants of \$50,000 or more for general operating support.

Search Strategy:

Recipient Type = Environment

AND Recipient State = CA

AND Grant Amount = from \$50,000

AND Support Strategy = General Support

Select a grant recipient name to view the grant record. You can then view the *grantmaker* record by clicking on the “**Grantmaker**” tab. Once you do that, you can also view & search all the grants that grantmaker has given by clicking on the tab marked “**Search Grants.**”

Question 2: We deliver food to homebound veterans and we would like to view a list of grants that have gone to Meals on Wheels.

Search Strategy:

Recipient Name = Meals on Wheels

Look at full record to see what subjects are listed:

Subjects = Food delivery; Low-income and poor people; People with disabilities; Seniors

Modify Search:

Add: Recipient City = Santa Monica

Tip: Also try typing the relevant subject terms you find here as keyword searches in the “Power Search” or in any of the four key databases: grantmaker, grants, companies, and 990s.

III. Search Companies Database

Question: I am volunteering at my local senior center and we are setting up a computer classroom at the center. We are looking for companies and other funders who donate computers to seniors.

Search strategy:

Subsidiary State/Country = California

AND Keyword = computer*

IV. Search 990s Database

Question: Same as above.

Search strategy:

Keyword Search = “computer classroom”

Choose: James Irvine Foundation CA 990PF 2006

Search document for: computer classroom

I. Power Search

Searches by keyword in all nine databases at once:

Grantmakers, Grants, Companies, 990s, Philanthropy News Digest – daily, Requests for Proposals, Jobs, Catalog of Nonprofit Literature, IssueLab

Question: I would like to find grantmakers who might be interested in after school programs, and grants that have been given to after school programs, in California.

Search Strategy:

In the search box, type: **“after school” OR afterschool**

Under “Narrow your results” choose:

- 1) **“Grantmakers”** from the *“Databases”* subheading
- 2) **“California”** from the *“Geographic Focus”* subheading
- 3) **“Yes”** from the *“Applications Accepted”* subheading

-Narrow your results further by searching for the word **“art*”** in the **“Search Within Results”** search box.

-Click on the name of a grantmaker to look at its profile.

-Return to list of grantmakers.

-Uncheck the check box next to **“Grantmakers”** to remove **“Grantmakers”** from the Database subheading.

Under “Narrow your results” choose:

- 1) **“Grants”** from the *“Databases”* subheading
- 2) **“Los Angeles”** from the *“Recipient City”* subheading

-Take a look at other resources, including:

- 990s**
- News**
- RFPs**
- Jobs**
- IssueLab Reports**
- Nonprofit Literature**