

Submission & Follow-up

At some point you have to let go of this document and get it to the funder!

- ✓ Give it a professional look – your proposal is a direct reflection of your organization in the funder's mind.
- ✓ And AGAIN – follow the guidelines.

Submit on time!!!

- ✓ Make sure the delivery method you use is appropriate, timely, and has a tracking system.
- ✓ Include a postcard or request a return receipt.
- ✓ Call the foundation staff person who would receive the proposal or the program officer you have worked with to ensure it arrived.

When you know it arrived:

- ✓ Be patient!!
- ✓ The foundation will usually specify the timeline for review. If they say it will be reviewed by the end of March, call them on April 1st if you haven't heard.
- ✓ Continue to follow-up when appropriate. Many times if you survive the "first cut", you'll be asked to clarify or send additional information.

After you have your answer:

- ✓ Send a thank you letter – regardless of the outcome!
- ✓ Ask for feedback – you won't always get it!
- ✓ This is relationship building!
- ✓ You may develop relationships with foundations to which you will never submit proposals.
- ✓ Foundations are well networked – success at one foundation can open doors to others.

Revise and re-submit!!!

- ✓ Keep trying – success rates at foundations are not any higher than at governmental sponsors.