

## GUIDE TO THE FOUNDATION DIRECTORY ONLINE

How to Find Information on Private Foundations and What They Fund

#### **About FDO**

Foundation Directory Online (FDO) is a database containing information on grantmaking organizations; it is <u>not</u> a funding opportunity database. FDO includes information on U.S.-based private and corporate foundations that fund national and international projects. The database includes information on each foundation's application process, the number and amounts of grants given each year, recently awarded grants and their recipients, geographic focus, specified areas of interest, contact information, and more.

# Where to Begin

## Access FDO here: FDO Homepage

- Click on Foundation Directory Online
- Enter your Harvard PIN and password when prompted
- Harvard University has an institutional subscription to FDO; you cannot create a personal account, save searches or set up funding alerts.

#### **Free Newsletters**

- Click on the *Free Newsletters* link on the left side of the FDO home screen
- Enter your e-mail address and check the boxes next to those subscriptions you wish to receive

Recommended: Philanthropy News Digest and the RFP Bulletin both provide weekly updates on new or changing foundations and upcoming notable deadlines.

• Click *Submit* at the bottom of the page to complete your order

## Starting a Basic Search

FDO searches across 9 distinct databases. When performing a funding search, the 2 most useful are: *Grantmakers* and *Grants*.

- Grantmakers: searches across all private and corporate foundations and grant-making organizations
- Grants: searches for recently awarded grants

Click the *Search Grantmakers* tab above the Power Search bar on the FDO homepage.

We recommend starting your search using the *Grantmakers* database.

### Grantmakers

We recommend completing the following fields:

- *Grantmaker Name*: if you are searching for a specific foundation, type the name here; if performing a general search, leave this blank
- Types of Support: you may narrow your search to

- research grants, fellowships, scholarships, publication support, travel awards etc.
- *Type of Grantmaker:* you may narrow your search to independent foundations, corporate giving programs, etc.

**Tip:** to begin your search, complete **only the Keyword Search** field—entering information in the other fields
often considerably limits your search results

• *Keyword Search:* start with broad keywords first, then narrow your results on the results screen or add more specific terms based on the results your receive

**Tip:** do not check the "Exclude grantmakers not accepting applications" box—this excludes some sponsors who will accept applications or letters of intent from Harvard University

#### Grants

Click the *Search Grants* tab above the Power Search bar on the FDO homepage. See the *Grantmakers* section of this user-guide for advice on completing the search fields. Use this search feature to:

- Search for grants recently awarded to Harvard
- Learn what a grantmaker *actually funds* as opposed to what they say they fund
- Search for grants awarded in your research area or for similar projects, e.g., search for grants supporting art exhibitions to find grantmakers that fund such projects

Your search results will provide the year and amount of the grant, the name of the grantee and grantmaker, and a brief abstract of the awarded project.

