

Written Guidelines Are Valuable

Written guidelines are helpful to your foundation and grantseekers because they:

- Keep you focused on your mission;
- Make a public statement about your grantmaking interests and goals;
- Serve as a checklist for screening and evaluating proposals that are the best matches for your foundation;
- Provide objective criteria for rejecting proposals that do not meet your requirements;
- Influence the quality and quantity of proposals you receive; and
- Save grantseekers from pursuing fruitless leads.

Guidelines That Attract the Right Grantseekers

- Use plain, direct language and avoid jargon, trendy terms, and abbreviations known only to those inside the field.
- Underscore your grantmaking philosophy and goals with statements such as, “We give top priority to programs that ...,” or “We prefer to support organizations that”
- Include list of most recent grants.
- List the types of organizations, programs, and program areas that you *will not* consider.