

Congressman

**Paul E. Kanjorski**

*Representing the 11th Congressional District of Pennsylvania*

## **Assistance for Nonprofit Organizations**

*Dear Community Leader:*

Thank you for contacting me about obtaining assistance in developing grant proposals for your non-profit organization. In order to assist you in your search, I have compiled this guide. Let me also take this time to commend you for your commitment to your community.

The following pages contain a wealth of information on sources of support offered by the federal and state governments. The guide also contains information on other potential funding opportunities and resources that may be available to you. As you move forward with this process, please know that I stand ready to assist you in your efforts.

Sincerely,



Paul E. Kanjorski  
Member of Congress

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**CONGRESSMAN PAUL E. KANJORSKI HAS PREPARED THIS GUIDE FOR INFORMATIONAL PURPOSES ONLY. BEFORE MAKING ANY PURCHASING DECISIONS, YOU SHOULD CONSULT THE APPROPRIATE OFFICIALS TO CRAFT A PLAN TO MEET YOUR NEEDS.**

**Dear Nonprofit Organization Leader:**

Thank you for your interest in sources of support for your nonprofit organization. It is my hope that this guidebook proves useful to you.

Private nonprofit organizations benefit their surrounding communities through the services they provide and the relationships they establish with citizens, businesses, elected officials, and other organizations. Unfortunately, the cost of financing the implementation of nonprofit organization objectives can impede the progress of their contributions. Basic operations can generate revenue, but not always enough to remain self-sufficient. This may lead a nonprofit organization to target local citizens and businesses through a fundraising campaign. Another alternative is to seek assistance from private foundations, corporations, and the federal, state, and local government. The following information summary focuses on ways nonprofit organizations can seek assistance from various sources. As you identify potential organizations, I would recommend that you request a copy of their annual report and list of recent awards, which may give you an indication of what type of project they normally fund. It is also my understanding that most organizations

have a preferred method of contact and application deadlines. By gaining an understanding of the organizations' guidelines and requirements, your organization has a better chance that its proposal is eligible for consideration.

This pamphlet is designed to serve as a starting point to services and support in many areas and should stand as a basis for your own research, planning and creativity. Its contents are by no means comprehensive and should always be viewed as a work in progress. If you have any additional comments, concerns or information that you feel should be included in this guide, please contact my office.

As you move forward in your efforts to further develop your community, I wish you great luck and success in your endeavors, and hope that your time and energies will be well spent improving the quality of life in Northeastern Pennsylvania. As always, I stand ready to assist you in your efforts.

Sincerely,



Paul E. Kanjorski  
Member of Congress

## **SECTION I: POTENTIAL SOURCES OF FEDERAL ASSISTANCE**

### **Finding Federal Assistance Programs**

Unfortunately, direct federal funding for non-profit initiatives is very difficult to obtain. Nevertheless, the following websites should provide you with a broad overview of federal assistance programs.

The definitive source for federal grants and nonfinancial assistance programs is the Catalog of Federal Domestic Assistance (CFDA), which includes information on over 1,400 programs. With Internet-access, grant-seeking nonprofit organizations can browse the CFDA with its search engine using keywords or a variety of listed categories. The CFDA website can be viewed at the following Internet address:

<http://www.cfda.gov>

The Department of Health and Human Services administers another website, [Grants.gov](http://www.grants.gov), that may prove helpful in your search. Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. You can get started by visiting:

<http://www.grants.gov/>

Finally, you can visit the Federal Government's FirstGov for Nonprofits site. You will find an abundance of online information, services and resources.

<http://www.firstgov.gov/Business/Nonprofit.shtml>

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## **SECTION II: NONPROFIT SUPPORT IN PENNSYLVANIA**

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### **I. The Commonwealth of Pennsylvania**

For the most accurate information about funding opportunities from the Commonwealth of Pennsylvania, you should contact your state Representative or state Senator if you have not already done so. The following paragraphs provide general information on the solicitation of funds in the Commonwealth that you should be aware of before proceeding with your efforts to secure funding for your non-profit organization.

#### **A. The Solicitation of Funds for Charitable Purposes Act**

According to the Pennsylvania Solicitation of Funds for Charitable Purposes Act, all charitable organizations are required to register with the Pennsylvania Department of State's Bureau of Charitable Organizations before they solicit contributions in the Commonwealth. The Act also requires professional solicitors to register prior to soliciting for charitable organizations in Pennsylvania and professional fundraising counsels to register prior to providing services related to solicitations in Pennsylvania.

The Act defines "solicitation" as any direct or indirect request for a contribution where a representation is made that the contribution will be used for a charitable purpose. It includes, among other things, oral requests made in person, by telephone, radio, telephone, or other communication media; written requests; and sales of advertising space, chances, food, magazines, tickets, or other items of value. A "contribution" is defined in the Act as any promise, grant, or pledge of money, property, or other item in response to a solicitation, including the promise to pay for a performance, event, good, or service.

While the Act generally requires organizations soliciting contributions in Pennsylvania to register with the Bureau of Charitable Organizations prior to doing so, certain organizations are specifically excluded or exempt from the Act. For example, bona fide religious institutions and law enforcement organizations are typically excluded from the Act's requirements provided that they meet certain criteria.

In addition, educational institutions, hospitals, veterans' organizations, volunteer firemen organizations, ambulance associations, rescue squad associations, public nonprofit library organizations, senior citizen centers, nursing homes, and parent teacher associations are typically exempt from the Act's registration requirements provided that they meet any applicable criteria set forth in the Act.

Finally, charitable organizations receiving annual contributions of \$25,000 or less are exempt from the Act's registration requirements provided that they do not compensate any person to conduct solicitations.

**B. PA Bureau of Charitable Organizations Database**

The Pennsylvania Bureau of Charitable Organizations maintains an Internet database that consists of information on nearly 8,000 charitable organizations. It includes the percentages any given charitable organization spent on program services, administrative costs, and fundraising. Donors can access this data and compare it among each registered charitable organization.

**Contact Information:**

For more information on the Charitable Purposes Act, database registration and other state nonprofit concerns, the Pennsylvania Bureau of Charitable Organizations can be contacted at:

*Pennsylvania Department of State  
Bureau of Charitable Organizations  
207 North Office Building  
Harrisburg, PA 17120*

*Phone: (717) 783-1720 / Toll Free: (800) 732-0999 / Fax: (717)-783-6014*

**Source:**

<http://www.dos.state.pa.us/char/>

**C. The Pennsylvania Association of Nonprofit Organizations**

The Pennsylvania Association of Nonprofit Organizations (PANO) is a statewide membership organization serving and advancing the charitable nonprofit sector through leadership, advocacy, education, and services, in order to improve the quality of life in Pennsylvania. Members receive benefits, education, national affiliation, a voice for public policy, and technical assistance and networking.

**Contact Information:**

For more information, please feel free to contact the PANO office at the following address:

*PANO  
800 Corporate Circle, Suite 201  
Harrisburg, PA 17110  
Telephone: (717) 236-8584 / Fax: (717) 236-8767*

**Source:**

<http://www.pano.org>

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## **SECTION III: NONPROFIT ASSISTANCE FROM LOCAL & NATIONAL SOURCES**

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### **I. Pocono Northeast Development Fund**

Northeastern Pennsylvania is fortunate to have a cooperating collection located in Pittston. It is a nonprofit 501(c)3 organization that provides services to nonprofit organizations in Northeastern Pennsylvania, including Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, and Wayne counties.

One of its services is the Foundation Grant Seekers Information Service (FGIS) center. The FGIS center provides information on philanthropic giving, training for particular community projects, and help in locating funding sources for nonprofit organizations. Although some of the services at the FGIS center are free to the public, others are provided at a cost. A yearly membership with FGIS costs \$25 and provides access to a range of services and discounts on other special services. Each year, the PNDF conducts the Pocono Northeast Community Awards, which recognizes outstanding contributions to community development.

#### **Contact Information:**

For more information on the PNDF, please feel free to contact them at the following address:

*The Pocono Northeast Development Fund  
James Pettinger Memorial Library  
1151 Oak Street  
Pittston, PA 18640-3795  
Phone:(570)-655-5581 / Fax:(570)-654-5137*

#### **Source:**

<http://www.nepa-alliance.org/pndf.htm>

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### **II. LackawannaInfo.org**

As described on their website, LackawannaInfo.org is a community service that helps consumers and nonprofit organizations share information. Consumers can use it to locate nonprofit agencies or services. It helps organizations communicate and work together more easily and more effectively.

#### **Source:**

You can visit the organization's website at [LackawannaInfo.org](http://LackawannaInfo.org).

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### **III. The Foundation Center**

The Foundation Center, based in New York City, is an independent national service organization with the mission to strengthen the nonprofit sector by advancing knowledge about US philanthropy. Its website is a helpful tool used for organizing and distributing

information on the grant-seeking process. Nonprofit organizations can log on to <http://www.foundationcenter.org/> for access to the Foundation Center's resources.

**A. Foundation Center Publications**

Attached to this manual is a section from the 2004 Foundation Directory that lists all private foundations in the state of Pennsylvania. All foundations within the 11<sup>th</sup> Congressional district of Pennsylvania have been labeled for your convenience.

**B. The Cooperating Collection Network**

The Foundation Center has five main library and learning centers in the US, which are located in Atlanta, Cleveland, New York, San Francisco, and Washington DC. In addition, it maintains a national network of cooperating collections in each state. These cooperating collections are open to the public.

The New York and Washington collections contain a complete set of all US foundation tax returns, while many of the network members have sets of state and regional foundation tax returns. In addition, these collections offer grant seekers a variety of useful specialized materials and services.

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**IV. Direct Corporation Giving**

Direct corporate giving is another potential funding source not to be overlooked. Many corporations support local projects in areas where they have their headquarters or plants, or sponsor projects which somehow enhance their corporate image. The Foundation Center's National Directory of Corporate Giving describes approximately 3,000 corporate foundations that often make grants reflecting the interests of their parent companies. You can learn more about ordering this document at <http://fdncenter.org/>.

You should also take the time to investigate whether some of the corporations with a presence in Northeastern Pennsylvania have information on their giving practices.

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**V. Other Sources to Consider**

Since government assistance programs are highly competitive and limited based on budget appropriations, nonprofit organizations should research assistance programs from local or regional private sector funding sources. These organizations may have a greater interest in contributing to the nearby community. Five basic types of private foundations include:

1. **Community Based Foundations:** Groups that form for the benefit of a specific area. Examples would include the [Berwick Health and Wellness Fund Auxiliary](#), the [Hazleton YMCA/YWCA](#), and the [Scranton Catholic Youth Center](#).
2. **Foundations with a National Broad Interest:** Organizations that are nationwide with large-scale operations. These groups usually are well-known and thus, receive numerous assistance applications. As result, the application



process tends to be highly competitive among these organizations. Examples of foundations with national and broad interests include the [Carnegie Foundation](#), [Rockefeller Foundation](#), and the [Heinz Endowments](#).

3. **Foundations with Special Interests:** Foundations that give for only one purpose. Their operations can be international, national, or regional in scope.
  4. **Family Foundations:** Foundations established by wealthy individuals or families. Their operations are generally found in a specific location.
  5. **Private Businesses and Corporations:** Corporate foundations aim to achieve the company's goals by improving their surrounding environment and their company image. Some corporations tend to give grants to nonprofit organizations near their headquarters or major facilities, but some have national, even worldwide, charitable programs.
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**SECTION IV:**  
***ELECTRONIC RESOURCES FOR NONPROFIT ORGANIZATIONS***

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**Governmental Websites**

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| <b>Appalachian Regional Commission</b>        | <a href="http://www.arc.gov">www.arc.gov</a>   |
| <b>Catalog of Federal Domestic Assistance</b> | <a href="http://www.cfda.gov">www.cfda.gov</a>   |
| <b>FirstGov for Nonprofits</b>                | <a href="http://www.firstgov.gov/Business/Nonprofit.shtml">www.firstgov.gov/Business/Nonprofit.shtml</a> |
| <b>Grants.gov</b>                             | <a href="http://www.grants.gov/">www.grants.gov/</a>   |
| <b>PA Bureau on Charitable Organizations</b>  | <a href="http://www.dos.state.pa.us/char/site/default.asp">www.dos.state.pa.us/char/site/default.asp</a> |

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**Locally-Based Organizations**

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| <b>Pocono Northeast Development Fund</b> | <a href="http://www.nepa-alliance.org/pndf.htm">www.nepa-alliance.org/pndf.htm</a> |
| <b>Lackawanna Info</b>                   | <a href="http://www.lackawannainfo.org/">www.lackawannainfo.org/</a>               |

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**Commercial Entities and Independent Organizations**

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| <b>Charity Channel</b>                    | <a href="http://charitychannel.com./gfr.shtml">charitychannel.com./gfr.shtml</a> |
| <b>The Chronicle of Philanthropy</b>      | <a href="http://www.philanthropy.com">www.philanthropy.com</a>                   |
| <b>Council of Foundations</b>             | <a href="http://www.cof.org">www.cof.org</a>                                     |
| <b>Deborah Kluge's ProposalWriter.com</b> | <a href="http://www.proposalwriter.com">www.proposalwriter.com</a>               |
| <b>The Foundation Center</b>              | <a href="http://www.foundationcenter.org">www.foundationcenter.org</a>           |
| <b>The Grantsmanship Center</b>           | <a href="http://www.tgci.com">www.tgci.com</a>                                   |
| <b>Grantsmart</b>                         | <a href="http://www.grantsmart.com">www.grantsmart.com</a>                       |
| <b>Guide to Grammar and Writing</b>       | <a href="http://www.ccc.commnet.edu/grammar">www.ccc.commnet.edu/grammar</a>     |

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- Basic review of proper grammar and writing skills. Not specifically related to grant proposals.

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**Guidestar** [www.guidestar.org/](http://www.guidestar.org/)

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**Grassroots Fundraising** [www.grassrootsfundraising.org/index.html](http://www.grassrootsfundraising.org/index.html)

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**MSU Grant Seeker's Checklist** [www.montana.edu/wwwvr/checklist.html](http://www.montana.edu/wwwvr/checklist.html)

- A comprehensive checklist for grant applicants from Montana State University.

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**Nonprofit.about.com** [nonprofit.about.com](http://nonprofit.about.com)

- Resource center for non-profit organizations.

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**Nonprofit Genie** [www.genie.org](http://www.genie.org)

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**Nonprofit Guides** [www.npguides.org](http://www.npguides.org)

- Free web-based grant-writing resources for non-profit organizations, charitable, educational, public organizations, and other community-minded groups.

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**Nonprofit Issues** [www.nonprofitissues.com/](http://www.nonprofitissues.com/)

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**The PA Nonprofit Report** [pareport.securities.com/delivers.html](http://pareport.securities.com/delivers.html)

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**The PA Association of Nonprofit Organizations** [www.pano.org](http://www.pano.org)

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**The Philanthropy Journal** [www.philanthropyjournal.org/](http://www.philanthropyjournal.org/)

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**The Philanthropy News Network** [www.pnnonline.org/](http://www.pnnonline.org/)

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**The Robert Wood Johnson Foundation** [www.rwjf.org](http://www.rwjf.org)

- The largest single health philanthropy in the world, giving away over \$200 million annually. This gopher site includes calls for proposals, guidelines, health care related information, and info about the foundation.

*The contents of these Web Sites may be copyrighted by their respective owners. Sites linked from this Web Site have been screened for appropriateness; however, we cannot be responsible for any changes in contents on those Web Sites, or the contents of sites that may be linked from those sites.*

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**SECTION V:**  
**ENCLOSURES AND ATTACHMENTS**

- ◆ *The Foundation Directory-Pennsylvania*
- ◆ *Selected Foundation Opportunities*
- ◆ *CRS Report for Congress RS20514: Grants Information for Constituents*
- ◆ *Developing A Grant Proposal Information Sheet*
- ◆ *Catalog of Federal Domestic Assistance Information Sheet*
- ◆ *Foundation Center Cooperating Collections*