

High School/High Tech Funding Bulletin

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Each month InfoUse will email a Funding Bulletin to High School/High Tech sites. Our purpose is to provide the latest information on funding opportunities, offer tips on grant or foundation proposal writing, and also inform sites about significant program events planned for the coming month. This service is part of the management support contract that InfoUse was recently awarded from the President's Committee on Employment of People with Disabilities.

Educational Grants Forecast

The U.S. Department of Education publishes an annual forecast of grants that it plans to fund in the coming year. Updates are provided throughout the year. Those that are most appropriate for High School/High Tech projects will be listed in the OSERS/OSEP category. To review the forecasts go to <http://ocfo.ed.gov/grntinfo/forecast>.

We suggest that you bookmark the site and visit it periodically for updates.

This forecast identifies discretionary grant programs and competitions that the Department has invited or expects to request applications for new awards in the year. It also announces actual or estimated deadline dates for the transmittal of applications. The forecast is intended to help potential applicants in preparing their response to upcoming grant competitions.

Proposal Writing

During the next few weeks, InfoUse will be constructing a funding database that will be available to all High School/High Tech sites. The database will contain profiles on private and government funding sources that will fund activities similar to those conducted by your sites. Once you have access to the database, you will note that the funding sources usually require either letters of intent (more appropriate for foundations as a first step in the application process) or comprehensive grant proposals. For some excellent pointers on preparing to write these applications, visit this website <http://www.silcom.com/~paladin/promaster.html>.

For another excellent resource, check out the Foundation Center's on-line course. This free and quick proposal-writing course will help you organize your thoughts into a workable document. You can access the course at: <http://fdncenter.org/onlib/shortcourse/prop1.html>

Once you have a boilerplate letter of intent or complete proposal, it is relatively easy to send the proposal onto other community or corporate foundations with minor changes to better fit the funding requirements. The most difficult part of the foundation search is the search itself, and we hope to make that easier for you by targeting only those sources for our database that will fund your type of program.

To help ensure success, try to build relationships with funding sources. If it appears in the initial research phase that the giving guidelines match your program, call the contact person and introduce yourself and describe your project's activities. If the foundation is locally based, arrange to meet the Executive Director. This networking will be extremely beneficial when the time comes to apply for funds because the funding source will have a more personal connection to what you are all about.

Corporations pledge \$250 million to help minorities pursue high tech careers!!
Check out this web site for additional information:
<http://fdncenter.org/pnd/20000404/003289.html> If any of these corporations or their satellite offices reside in your community, make the contact and introduce yourself and your programs. As noted above, successful outcomes of corporate fundraising are frequently due to relationships between the non-profit organization, an employee of the company (in the case of corporate foundations), and someone on the foundation staff or board.

Spotlight on the Bechtel Foundation.

Each month the Bulletin will highlight a particular funding source that would be appropriate to fund High School/High Tech Activities.

This month, we are showcasing the Bechtel Foundation. Its mission is to work in partnership with the Bechtel group of companies to respond to the needs of the communities in which Bechtel operates offices or projects. These localities include Boston, Denver, Frederick, Maryland, Houston, Kingsport and Oak Ridge, Tennessee, Las Vegas, Los Angeles, Louisville, Phoenix, Martinez, CA, Aiken, SC, Bel Air, MD, New York City, San Diego, San Francisco, Washington, DC, Idaho Falls, ID, and Richland, WA.

Bechtel's office and project managers preselect the majority of grants. Grant recipients are typically youth and educational programs, particularly those that focus on math and science education. Most grants are under \$5,000.

This foundation does not require a special application form. If you are interested in the foundation and have a program that is located in one of these communities, you are eligible to send a letter of request at any time during the year. They will accept a one to two page letter with a few pages of background material (history and mission of project, goals and objectives, brief budget-note information in Foundation Center's on-line course). Send your letter of request to Bechtel Foundation, Attention Grants Administrator, P.O. Box 193965, San Francisco, CA 94119-3965. Email: foundtn@bechtel.com. Again, your chances of receiving funds will improve if you establish contacts with one of the Bechtel offices in your community prior to submission to the Foundation.

If you would like further information about Bechtel or the foundation, check their web site at <http://www.bechtel.com>.

***** Events Calendar:

InfoUse will be assisting the President's Committee in updating the events calendar on the High School/High Tech website. Please email your schedule of activities for the coming month to Karen Flippo @ kfflippo@aol.com.

Funding Information:

InfoUse will be collecting information to distribute to all of the sites about funding resources. This activity is a separate function and will provide information that is different than that included in the funding database. from the database because we will develop descriptive case studies of 3 or 4 funding strategies resources and send them to you four times a year.

If you would like to share information about successful fund raising efforts or resources, please send me an email. We'd like to know the funding source, contact information, grant or in-kind donation amounts, and the times of products or activities that the funds supported. Once we receive this

information, we will follow up with you by telephone. Thanks in advance for your help.

Materials Collection:

Please send us copies of materials that you have developed for the High School/High Tech program. These include recent newsletters, brochures, videos, and fact sheets. InfoUse will provide a catalog and storage service for the High School/High Tech program. We also ask that you send us new products as they are developed. Information on materials will be entered on a database and defined by site, product, purpose, targeted audience and year produced. All material will be housed in the InfoUse office for easy retrieval.

Please send these to: High School/High Tech Project, InfoUse, 2560 Ninth Street, Suite 216, Berkeley, CA 94710.

Thank you!