

# Quick Guide to *Foundation Directory Online*



*Foundation Directory Online* (FDO) is Foundation Center's research tool to help nonprofits find the grantmakers most likely to fund their projects. It provides information and funding history for 140,000+ foundations, corporations, and federal agencies. Use FDO for free at [400+ locations](#) or [subscribe](#) to use it from your own Internet access point. Subscribers can access additional features, like auto-identifying past funders, saving searches, and tagging favorite prospects. Learn more: [fconline.foundationcenter.org](http://fconline.foundationcenter.org).

## LAUNCH FDO

The **Leominster Public Library** subscribes to *FDO Professional* and provides free on-site access via a dedicated FDO PC, other public PCs, and on wifi-enabled devices. To launch FDO on:

The FDO PC: Open the Chrome or Firefox web browser on the desktop>Click on the FDO link.

Other Public Library PCs: Open Chrome or Firefox>Scroll down the page to find the FDO link.

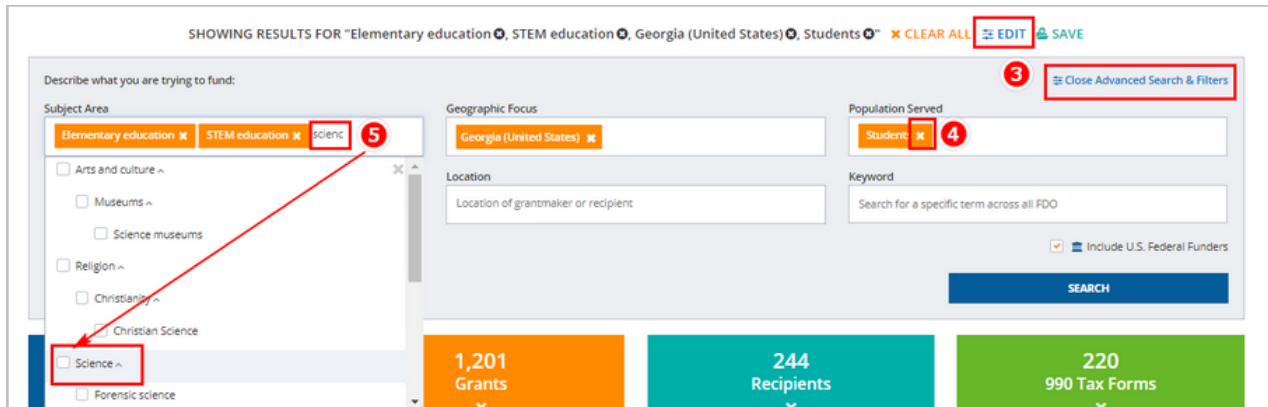
Portable wifi-enabled devices: Open a web browser and go to [www.leominsterlibrary.org](http://www.leominsterlibrary.org)> Online Resources> Using Online Resources in the Library>Scroll down the page to find the FDO link.

## START YOUR SEARCH IN FDO


1. **In the single search box, describe what you want to fund in everyday language.** The search box shows some examples. Try using your mission statement (or key phrases if you have a long mission statement), or words that describe who you're serving, where they are, and what you're doing for them.
2. **Click on Search or press Enter key.** FDO will choose search terms and return results from these categories that **match your search criteria**:
  - a. **Grantmakers**: Detailed profiles of foundations, companies, or government agencies that give grants. Includes funder's giving interests, key staffers, how to apply, and typical grant size and recipient. Use this information to make the most out of your interactions with a funder.
  - b. **\*Grants**: Descriptions of past grants given for similar work.
  - c. **\*Recipients**: Organizations that do similar work. Click to their record to see who's funded their efforts recently.
  - d. **990s**: Forms 990/990-PF from funders and recipients that mention similar projects.

*\*Available in FDO Professional only.*

3. **You can change the search criteria.** Scroll up to the search box, and click on “**Advanced Search & Filters**” or **EDIT** link near the right side of your screen. The gray box will expand to show the most popular search filters. Click on “Additional Filters” to see more search options. (Get a list of all field definitions: [bit.ly/FDODefinitions](http://bit.ly/FDODefinitions))
4. **To remove a search term,** click on the “x” next to it.
5. **To add other search terms,** start typing in the field. Matching term(s) will appear below. You’ll also see more or less specific search terms, which you also might try using.

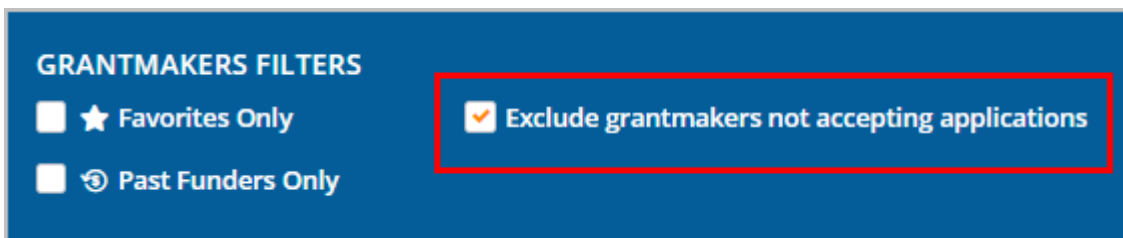


6. **FAQ: How do I exclude grantmakers that don’t accept applications?**



*Excluding grantmakers that do not accept applications is not recommended because these funders are actively funding nonprofits. Learn how to get on these funders’ radars: [bit.ly/NoAppsAccepted](http://bit.ly/NoAppsAccepted)*

- a. Under Grantmakers, click on VIEW ALL button.
- b. In the blue Grantmaker Filters box, check “Exclude grantmakers not accepting applications”. Results will refresh.
- c. NOTE: If you do a different search from this screen, you’ll need to check this box again to apply this filter.

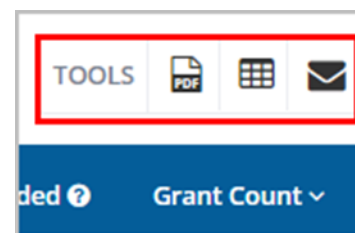


## EVALUATE YOUR RESULTS

7. **Grantmaker results sort by number of grants each funder has given that match YOUR search criteria.** Click on VIEW ALL buttons to see full list of results for each category. Click on column headings to re-sort the list.
8. **Click on an organization name** to view its profile.
9. **Read the profile to see if it's a good fit for your funding needs.**
  - a. *Does this funder give grants for my subject?* Click on the purple Subject chart.
  - b. *Does it give grants for the location I'm serving?* Click on the blue Map chart.
  - c. *Does my grant amount fall in its dollar range?* Click on the green Grant Size chart.
  - d. *Do we know anyone on its board or staff?* On the left, click on WHO'S WHO.
  - e. *Do its giving limitations apply to me?* On the left, click on APPLICATIONS/RFPS.

## SAVE YOUR RESULTS

10. **To save results outside of FDO:** When in view all mode, the search results page has a TOOLS box on the right, above the column headings. Click on the checkbox by a funder's name, then download, print, or email them as a PDF file, or export them to Excel. You are limited to 25 full records or 100 results in a list.



You can also download, print, or email from individual profile pages.

11. **To save results inside FDO** (*available to FDO subscribers only*):

- a. *Save your search:* Above your search box, click on SAVE.
- b. *Save to Workspace:* Click on the bullseye icon on the results page (to the left of the foundation name) or individual profile page (Tools box in upper right corner of the page).
- c. *Save as Favorite:* Click on the star icon on the results page (to the left of the foundation name) or individual profile page (Tools box in upper right corner of the page).
- d. *Record Tag:* On the individual profile page, upper right corner, is a Tools box. Click on the tag icon.



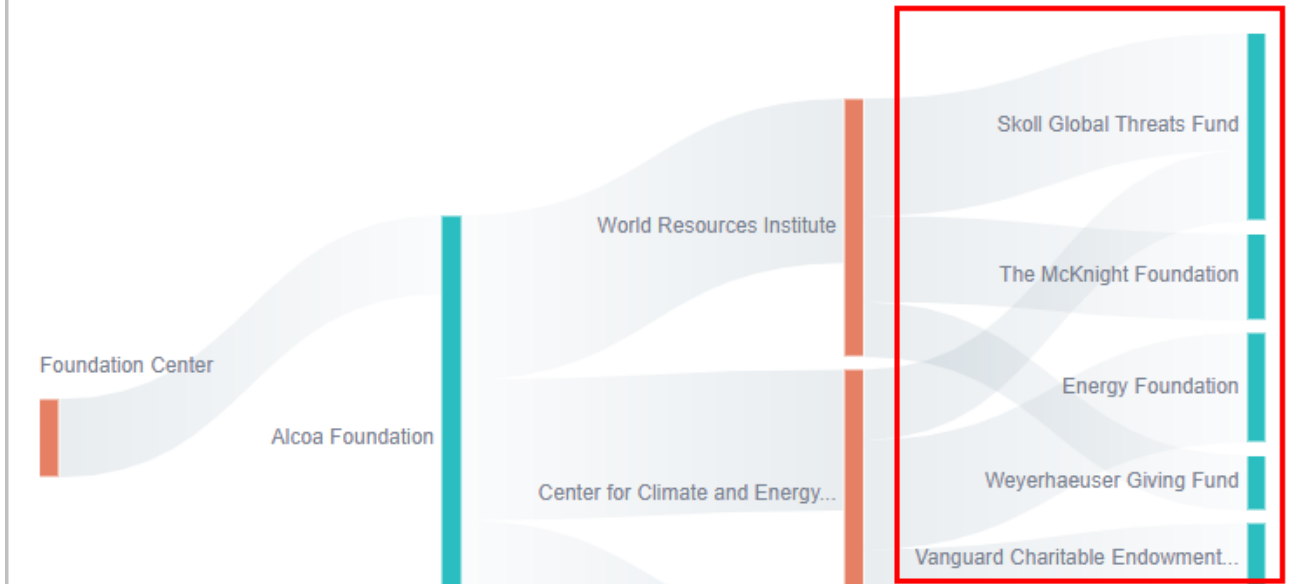
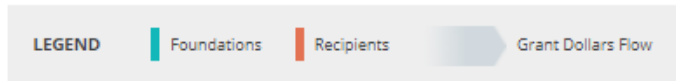
**NOTE!** You *must* either save or print selected records before proceeding to the next page of results. Selected records do not carry over from one page to the next.

12. **How do I retrieve items I saved in FDO?** Click on Workspace at the top of your FDO screen.

## HOW TO USE PATHWAYS

Pathways shows you which funders have given to organizations\* like yours but are not giving to you. Start with your Organization Name, then add Subject or Location filters to get better results. Hover over a name, pathway, or colored bar to find out what information you'll get with a click.

**Funding pathways for activities in United States; in support of Environment; starting in year(s) 2006 to present starting with Foundation Center**



\*Recipients with insufficient grants data will not appear in Pathways.

### New to grantseeking?

Learn how to find and write grants well with our free classes, offered in-person or online, live or recorded:

[Introduction to Finding Grants](#)  
[Introduction to Proposal Writing](#)

Browse our [Calendar](#) for more classes.

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Contact us at (978) 534-7522 x 3 or [leomref@cwmars.org](mailto:leomref@cwmars.org) with questions, to make an appointment for an introduction to the FDO, or to reserve time on the dedicated FDO PC.