**NOTES JCF MEETING 7 February 2018**

**. Foundation Center Database: Foundation Directory Online**

**. 5 kinds of income: foundations, corporations, government, individual, income**

**. When applying, read the foundation’s mission statement; how can we be a part of that?**

**. Go to UGN office to use the above. Take my laptop; can create something in module to manage ECHHO stuff.**

 **. JCF will provide support, can be used as a reference, will mentor us!!!**

 **. Their grants will be $25,000**

**. When you start, go to Jefferson County**

**. Click on Recipients, check on Sound Generations, the only other entity doing what we do.**

**. Keep filters small.**

**. Population served; add Rural**

**. Go to Pathways**

**. Go to funders’ websites; look at their language/words and USE them!**

**. Remember “Chat” (upper right); use it!**

**. Ask questions! Phone the foundations!!! Ask! (they’re impressed by that alone)**

**. Randy is at JCF every other Friday beginning 2.9, 1 – 4:00.**

 **. UPDATE my Linked In!**

 **. What is our fiscal year?**

**. COMMON GRANT APPLICATION**

**. When will the funds be used? Answer: For 1 year from the date of our receipt.**

**. Operating expenses; can use for anything.**

**. FOUNDATIONS WILL FUND SIMILAR MISSION STATEMENTS TO THEIRS; MISSION ALIGNMENT!**

 **. Call, ask, chat!**

 **. What story are they going to be able to tell because they gave us the money?**

**. Tell our story shortly and succinctly; plan for next year, too. Invite them to visit our site!**

**. Partnership: Maintain relationships**

**. MURDOCH WILL FUND NEW PROJECTS. Take selfie w/staff to include in app to them!**

**. Our apps need story; how are we improving people’s lives!**

**. GET ALL GRANT ATTACHMENTS IN A FOLDER!**

**. Annual financial review, document provided by CPA**

**. See Randy’s budget handout; statement w/budget before 2-PAGE LETTER OF INQUIRY**

**. Fiscal year; use 2 years (16 & 17), NOT budget, but show what we actually did with the money!**

 **. Report from Quickbooks?**

**. BE SURE PROPOSAL NARRATIVE MATCHES BUDGET**

**. Include letters of support from supporters (i.e. UGN/JCF) to add gravity to the app.**

**DO HOMEWORK, INCLUDING PROPOSAL. (can they cite it for class? Yes)**

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