TIPS FOR SEARCHING FOUNDATION DIRECTORY ONLINE (FDO) PROFESSIONAL

FOUNDATION SEARCH contains 80,000+ profiles of private foundations, grantmaking public charities, and corporate giving programs, which you can search with 11 fields. Use this to search directly for funders.

Example: “I am looking for grantmakers that give to children and youth health programs in Georgia.”

**Fields of Interest**
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**C**
- Cambodia (9)
- Cameroon (9)
- Cape Verde (3)
- Caribbean (199)
- Caribbean (1,972)
- Cancer (7,669)
- Cancer research (77)
- Cancer, leukemia (87)
- Cancer, leukemia research (27)
- Caribbean (25)
- Caribbean islands (7)
- Community-based services (97)
- Community-based services, rural (19)
- Community-based services, rural organization (83)
- Community (4)
- Central America (81)
- Central Asia (16)
- Central part (7)
- Central policy research (17)
- Central region

**Foundation Search**

- **Fields of Interest**: health and children/youth services

**TIPS**
- 2 approaches: Start with a narrow search using 2 or more Field of Interest terms, then broaden your search; OR start with a broader term (e.g., “human services”) then narrow with more or different terms.
- Use Foundation State to search for in-state funders, then use Geographic Focus to search for out-of-state funders.
- To screen out foundations that don’t accept applications, type NOT “applications not accepted” in Text Search (see above example).
- To search by ZIP code, type your state’s 2-letter code, the ZIP code’s first 3 digits & an asterisk (*) in Text Search. Example: “GA 303*” or “GA 300*” (metro Atlanta).
- Allowed Boolean operators: AND, OR, NOT; asterisk (*) is a truncation symbol that can be used in place of 1 or more characters.

*For more search tips, also see the Search Tutorial linked from FDO’s home page or Foundation Directory Online Guided Tour (http://fdncenter.org/learn/classroom/fdoguidedtour/).
All foundations will have profiles and links to Forms 990/990-PF.

In FDO Professional, larger foundations will have information from different areas of the Center’s website.

The size and content of a profile depends largely on the scope and nature of the funding programs and the availability of information on the grantmaker. Profiles may or may not include a purpose and activities statement, fields of interest, geographic focus, and/or the funder’s limitations.

WHAT IS IN EACH TAB?

PROFILE: Foundation’s giving interests, application requirements, etc. (see sample profile).

GRANTS: Click to search the grants of the grantmaker you’re viewing. Subtabs will appear: Click on LIST subtab to see a full list of the foundation’s grants indexed in the database. Click on CHARTS subtab to view color, printable charts of the foundation’s giving trends, based on various parameters. Click on SEARCH subtab to search the foundation’s grants.

NEWS/RFPs/JOBS: Foundation-related headlines, requests for proposals, and job opportunities that have been posted on our website’s Philanthropy News Digest (http://fdncenter.org/pnd).

PUBLICATIONS: Foundation-sponsored reports from our website’s PubHub (http://fdncenter.org/research/pubhub/). You also can link to a list of books and articles on the foundation from Literature of the Nonprofit Sector (LNPS), the Center’s library catalog (http://lnps.fdncenter.org).

PEOPLE: Names, titles & affiliations of Officers, Trustees, Donors, and key staff.

990s: Links to the foundation’s recent Forms 990/990-PF.
**GRANT SEARCH** contains 500,000+ records of recently awarded grants by the largest foundations, which you can search with 10 fields. Each record links to the grantmaker’s profile and, when possible, to the recipient’s website. **Use this to find organizations or projects similar to yours that have received grants; review grants made by a specific foundation; or get ideas for search terms that describe your program.** (Note: Grant Search is not included in FDO Basic.)

Example: “I am looking for organizations in Georgia that address childhood obesity.”
**990 SEARCH** contains recent IRS Forms 990/990-PF for all grantmakers in FDO. **Use to search lists of grants for projects similar to yours.** *(Available only in FDO Professional.)*

- Text Search scans tax filings for search terms. Other search fields (Fiscal Year, Foundation Name, etc.) scan FDO entries.
- Allowed Boolean operators: AND, OR, NOT, AND NOT, W/N (where N = number of words separating the 2 terms – see example). Asterisk (*) is a truncation symbol.
- Only search terms from Text Search box will be highlighted in the Form 990. Search terms typed into other fields (Fiscal Year, Foundation Name, etc.) will not be highlighted.
- Click on Adobe’s “Jumps to next highlight” button to go to next highlighted instance of search terms.
- Click on “View the Grantmaker Profile” to go to funder’s profile.

### 990 Search

Search across the entire text of recent IRS Forms 990 for grantmaking organizations by entering criteria in the field labeled “Text Search.”

<table>
<thead>
<tr>
<th>Text Search</th>
<th>children w30 ubes*</th>
</tr>
</thead>
</table>

Narrow your search results by entering additional criteria in the remaining fields.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Name</td>
<td></td>
</tr>
<tr>
<td>Foundation City</td>
<td></td>
</tr>
<tr>
<td>Foundation State Code (e.g. NY)</td>
<td></td>
</tr>
<tr>
<td>Foundation Zip</td>
<td></td>
</tr>
<tr>
<td>Foundation FIN</td>
<td></td>
</tr>
</tbody>
</table>

**Using AND vs. W/30 (W/N):** When using AND to search for 2+ words, the search engine will return any Forms 990 that have those words, even if the words are pages apart. When using W/30 to search for 2+ words, there is a greater chance that the 2 words will be within 30 words of each other, e.g., a program description for a recently awarded grant.

**A Note About Highlighting:** The technology used to scan the text in the 990 Search documents – optical character recognition or OCR – looks for matches to words you type into the Text Search field, highlighting them when it finds one. This technology is not a perfect science, and there may be instances where you find highlighting to be slightly off its mark, or you may find a different word highlighted because the search was not able to differentiate it from the term you were searching on.