

Figure 4.1

**Prospect Research Worksheet
for Foundations and Corporations**

Name: _____

Contact Person/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

Web Site Address: _____

Number of Employees [if applicable]: _____

Year Founded: _____

Donors: _____

Products/Services [if applicable]: _____

Foundation Type:

 Independent Community Foundation Corporate/Company Sponsored Corporate Giving Program

Total Assets: _____

Gifts Received: _____

Total Grants: _____

Grant Ranges: _____

Period of Funding: _____

Subject Focus (list in order of importance): _____

Geographic Limitations: _____

Population Group(s) Served: _____

Type(s) of Support: _____

Type(s) of Recipient(s): _____

Personnel (chairman, chief executive officer, other officers and directors, staff): _____

Application Requirements: _____

Printed Guidelines? Yes No

Deadline: _____

Board Meeting Date(s): _____

Initial Approach (letter of inquiry, formal proposal): _____

Reasons This Foundation or Corporation Would Want to Fund Your School: _____

Restrictions on Funding: _____

Comments: _____

Research Prepared By: _____

Date: _____