

# Tips for Searching

## *Foundation Directory Online Professional*

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### POWER SEARCH

THE POWER SEARCH allows you to search across nine Foundation Center databases — grantmakers, companies, grants, 990s, news, jobs, RFPs, nonprofit literature, and PubHub reports.



### TIPS

- ♦ Type in your search terms or select a tab to go right to an indexed database search.
- ♦ Power Search results are sorted by relevance, so exact phrase matches will appear higher up in the results list.
- ♦ To search for an exact phrase, simply enclose the phrase in quotation marks (e.g., "arts education").
- ♦ Asterisk (\*) is a truncation symbol (e.g. child\* to search for child or children).
- ♦ To change the relationships between words: Boolean operators should be entered in ALL CAPS.  
AND will narrow your search.  
OR will expand your search.  
NOT will exclude words or phrases.  
NEAR/n will search for words near each other (where n=number of words separating the two terms).

## GUIDED SEARCH

Use GUIDED SEARCH to see a live recap of your search. Refine your search by adding or removing search criteria without having to start your search over, and search within results to add additional keywords or phrases.

Click "hide" to hide the guided search menu.

Uncheck a search term to remove it from your results.

Click an index term to add it to your search criteria.

Enter additional keywords or phrases to search within your results.

Results: 1-100 of 663  
(hide guided search)

☒ **Keywords:**  
arts education

☒ **Database:**  
Grantmakers

☒ **Grantmaker State:**  
Pennsylvania

**Narrow Your Results**

**Grantmakers**

**Fields of Interest**  
[Prev 10 | Next 10]  
Arts (475)  
Education (421)  
Human services (349)  
Higher education (285)  
Health care (168)  
Children/youth, services (127)  
Federated giving programs (115)  
Performing arts (102)  
Community/economic development (99)  
Hospitals (general) (98)

**Geographic Focus**  
[Prev 10 | Next 10]  
Pennsylvania (549)  
New York (77)  
New Jersey (30)  
Florida (28)  
Massachusetts (28)  
California (18)  
Maryland (18)  
Ohio (17)  
Connecticut (15)  
National (12)

**Type of Grantmaker**

Search Within Results

| Grantmaker Name ▲  | City, State      | Total Assets | Total Giving |
|--|------------------|--------------|--------------|
| <input type="checkbox"/> 1675 Foundation   | Ardmore, PA      | \$12,719,604 | \$1,589,106  |
| <input checked="" type="checkbox"/> 1957 Charity Foundation                        | Pittsburgh, PA   | \$773,010    | \$0          |
| <input type="checkbox"/> A. M. J. Foundation                                       | Philadelphia, PA | \$2,538,017  | \$163,175    |
| <input type="checkbox"/> Aaron Family Foundation, The                              | Philadelphia, PA | \$1,539,602  | \$320,580    |
| <input type="checkbox"/> Abelson Charitable Foundation, Stanley E. and Dorothy Y.  | Philadelphia, PA | \$12,284     | \$14,183     |
| <input type="checkbox"/> Adams Foundation, Inc.                                    | Pittsburgh, PA   | \$1,937,360  | \$217,750    |
| <input type="checkbox"/> Adams County Foundation                                   | Gettysburg, PA   | \$466,801    | \$6,614      |
| <input type="checkbox"/> Air Products and Chemicals, Inc. Corporate Giving Program | Allentown, PA    | \$0          | \$0          |
| <input type="checkbox"/> Air Products Foundation, The                              | Allentown, PA    | \$60,869,866 | \$1,000      |
| <input type="checkbox"/> Albert Trust, The   | Philadelphia, PA | \$1,130,933  | \$460,193    |
| <input type="checkbox"/> Alderbaugh Foundation                                     | Newtown, PA      | \$2,721,018  | \$150,000    |
| <input type="checkbox"/> Alexander Foundation, Inc., H. B.                         | Lancaster, PA    | \$942,934    | \$65,292     |
| <input type="checkbox"/> Alter Family Foundation, The                              | Philadelphia, PA | \$650,041    | \$19,440     |
| <input type="checkbox"/> Ames Charitable Trust, Harriett                           | Philadelphia, PA | \$4,888,943  | \$841,347    |

Shows a recap of your search.

## SEARCH GRANTMAKERS

THE GRANTMAKER DATABASE contains more than 98,000 profiles of private foundations, grantmaking public charities, and corporate giving programs, with 16 searchable fields available. Use this to search for grantmakers based on their giving guidelines and stated areas of interest.

*Example: "I am looking for grantmakers that give to children and youth health programs in New York."*

The screenshot shows the 'Search Grantmakers' page of the Foundation Directory Online Professional. Annotations with arrows point to various features:

- Click to load last search.** Points to the 'Last Search' link in the top navigation bar.
- Click to save searches.** Points to the 'Saved Searches' link in the top navigation bar.
- Click to see the index for this search field.** Points to the 'view index' link next to the 'Fields of Interest' section.
- Click on the term to put it into the search box.** Points to the term 'Adults' in the 'Fields of Interest' list.
- Number in parentheses shows how many grantmakers have a stated interest in that field.** Points to the number '(294)' next to 'Adults'.
- Check this box to screen out grantmakers that don't accept applications.** Points to the 'Exclude grantmakers not accepting applications' checkbox at the bottom right.

The search form includes the following fields and sections:

- Navigation:** Home, Help, Log Out, Tell us what you think of the new FDO.
- Search Tabs:** Power Search, Search Grantmakers (selected), Search Clauses, Search Grants, Search 990s.
- Fields of Interest:** A list of categories with counts in parentheses, such as 'Abortion clinics/services (4)', 'Adults (294)', 'Aging (1287)', etc.
- Search Grantmakers Section:**
  - Grantmaker Name:** view index
  - Grantmaker Location:**
    - State: view index
    - County: view index
    - City: view index
    - Metro Area: view index
    - Congressional District: view index
    - ZIP Code
  - Fields of Interest:** view index (with 'health care and children/youth services' entered)
  - Types of Support:** view index
  - Geographic Focus:** view index (with 'New York or national' entered)
  - Trustees, Officers, and Donors:** view index
  - Type of Grantmaker:** view index
  - Keyword Search:** (with 'Adult Giving' entered)
- Buttons:** Search, Clear

### TIPS\*

- ♦ 2 approaches: Start with a narrow search using 2 or more "Fields 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 "Grantmaker Location" to search for local grantmakers. Grantmaker locations can be searched by state, county, city, metro area, congressional district, and zip code. Use "Geographic Focus" to also search for out-of-state grantmakers, national and international grantmakers
- ♦ To change the relationships between words: AND will narrow your search, OR will expand your search, NOT will exclude words or phrases

\*For more search tips, also see the Search Tutorial from the *Foundation Directory Online* home page or the *Foundation Directory Online Guided Tour* ([foundationcenter.org/getstarted/tutorials/fdoguidedtour/](http://foundationcenter.org/getstarted/tutorials/fdoguidedtour/)) from our web site.

## NOT ALL FUNDER PROFILES HAVE THE SAME LEVEL OF INFORMATION!

The size and content of a grantmaker 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 grantmaker's limitations.

All foundations and grantmaking public charities have profiles and links to Forms 990/990-PF.

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**The Beard-Payne Family Foundation**

«Previous Record | Next Record»  
Close Window

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Profile | People | 990s

Larger grantmakers have a greater depth of information.

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**The Robert Wood Johnson Foundation**

Close Window

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Profile | Search Grants | Map Grants | Chart Grants | News | Publications | People | 990s

### WHAT IS IN EACH TAB?

**PROFILE:** Grantmaker's giving interests, application requirements, etc. (see sample profile).

**SEARCH GRANTS:** Click to search the grants of the grantmaker indexed in the database.

**MAP GRANTS:** Click to map grants of the grantmaker by recipient type or primary subject on the U.S. or world map. Drill down to see grants by county, city, zip code, or congressional district.

**CHART GRANTS:** View printable charts of the grantmaker's giving trends by recipient type or primary subject.

**NEWS/RFPS/JOBS:** Grantmaker-related headlines, requests for proposals, and job opportunities that have been posted on our web site's *Philanthropy News Digest* ([foundationcenter.org/pnd/](http://foundationcenter.org/pnd/)).

**PUBLICATIONS:** Grantmaker-sponsored reports from our web site's *PubHub* ([foundationcenter.org/research/pubhub/](http://foundationcenter.org/research/pubhub/)). You also can link to a list of books and articles on the grantmaker from the *Catalog of Nonprofit Literature*, the Center's library catalog ([cnl.foundationcenter.org/](http://cnl.foundationcenter.org/)).

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

**990s:** Links to the grantmaker's recent Forms 990/990-PF.

## SEARCH COMPANIES

THE COMPANY DATABASE contains over 3,600 profiles of companies that sponsor corporate giving programs, foundations, and grantmaking public charities, with 15 searchable fields available. *Use this to search for sponsoring companies based on their location, their business activities, and the locations of their subsidiaries.*

*Example: "I am looking for companies located in New York that manufacture sporting goods."*

Click to load last search.

Click to save searches.

Click to see the index for this search field.

Click on the term to put it into the search box.

Number in parentheses shows how many companies are involved in that business activity.

### TIPS\*

- ♦ If you're looking for in-kind gifts, use the Business Type (SIC) search field to find sponsoring companies that manufacture or produce certain products
- ♦ Use the Officers/Directors search field to identify companies affiliated with your organization's donors, board members, or volunteers
- ♦ Since many companies support communities where they operate, use the Subsidiary State/Country and Subsidiary City search fields to find companies in your geographic area

\*For more search tips, also see the **Foundation Directory Online Guided Tour** ([foundationcenter.org/getstarted/tutorials/fdoguidedtour/](http://foundationcenter.org/getstarted/tutorials/fdoguidedtour/)) from our web site.

## NOT ALL COMPANY PROFILES HAVE THE SAME LEVEL OF INFORMATION!

The size and content of a company profile depends largely on the type of company and the availability of information. Profiles may or may not include the company's name and address; the company's URL; establishment information; company type; the company's ticker symbol and exchange; business activities; financial data; directors and corporate officers; names and/or locations of subsidiaries, divisions, joint ventures, plants, and offices; countries of international operations, and historic merger information.

All companies have profiles and links to affiliated grantmaker profiles.

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**Wrangler Apparel Corp.**

Close Window

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[Company Profile](#) [Grantmaker](#)

Public companies have links to Securities and Exchange Commission (SEC) 10-K filings.

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**Callaway Golf Company**

«Previous Record | Next Record»  
Close Window

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[Company Profile](#) [People](#) [10-K](#) [Grantmaker](#)

## SEARCH GRANTS

THE GRANTS DATABASE IN PROFESSIONAL contains over 1.8 million records of recently awarded grants by the largest grantmakers, with 15 searchable fields available. Each record links to the grantmaker's profile and, when possible, to the recipient's web site. Use this database 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. (Search Grants is not available in *Foundation Directory Online Basic*.)

**Example:** "I am looking for examples of funded projects in California that address childhood obesity."

Click to load last search.

Click to save searches.

Click to see the index for this search field.

Number in parentheses shows how many grant records are in the database for that term.

Asterisk (\*) is a truncation symbol that can be used in place of one or more characters.

## GRANT RECORDS

Click here to go to the associated grantmaker's profile.

Content of a grant record varies based on availability of information from a grantmaker's IRS information returns, annual reports, and grant lists.

Get ideas for search terms from Subject headings.

Click here to go to the recipient's Form 990.

Click to send this as an email.


Click to print or save.

Create your own categories to tag records for easy retrieval. (available with single or multi-user access accounts only)



## SEARCH 990

Search 990s contains recent IRS Forms 990/990-PF for all foundations and grantmaking public charities in *Foundation Directory Online* (over 640,000 documents). Use this database to search for grants to organizations and projects similar to yours. (Search 990s is available only in *Foundation Directory Online Professional*.)

- ◆ “Keyword Search” scans IRS filings for search terms. Other search fields (Fiscal Year, Grantmaker Name, etc.) scan *Foundation Directory Online* entries.
- ◆ To change the relationships between words: AND will narrow your search, OR will expand your search, AND NOT will exclude words or phrases, NEAR/n will search for words near each other (where n = number of words separating the 2 terms – see example).
- ◆ Only search terms from “Keyword Search” box will be highlighted in the Form 990/990-PF. Search terms typed into other fields (Fiscal Year, Grantmaker 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.

**Using AND vs. NEAR/30 (NEAR/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 NEAR/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. Please note that when using NEAR/n, your proximity search terms will be highlighted in the resulting documents as well as each occurrence of the individual words.

**A Note About Highlighting:** The technology used to scan the text in the Search 990s documents – optical character recognition or OCR – looks for matches to words you type into the “Keyword 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 on which you were searching. In addition, any truncated search terms will not be highlighted. For example, searching on “obes\*” will give you “obese” or “obesity,” but the terms will not be highlighted in the resulting documents.



## Foundation Directory Online

# Sample Record

|   |   |
|---|---|
| Person to whom inquiries should be addressed                                      | <p>Friedman Family Foundation<br/>353 Folsom St.<br/>San Francisco, CA 94105-2300<br/>Telephone: (650) 342-8750<br/>Contact: Lisa Kawahara<br/>Fax: (866) 223-1078<br/>E-mail: <a href="mailto:info@friedmanfamilyfoundation.org">info@friedmanfamilyfoundation.org</a><br/>URL: <a href="http://www.friedmanfamilyfoundation.org">www.friedmanfamilyfoundation.org</a><br/><b>Type of Grantmaker:</b> Independent foundation<br/><b>IRS Exemption Status:</b> 501(c)(3)<br/><b>Additional Descriptor:</b> Family foundation<br/><b>EIN:</b> 946109692<br/><b>990-PF:</b> 2009 2008 2007 2007 2006 2005 2004 2003 2003 2002</p>   |
| Foundation web site   |   |
| Specific limitations on foundation giving by geographic area and types of support | <p><b>Donor(s):</b> Phyllis K. Friedman; Howard Friedman†.<br/><b>Economic Crisis Information:</b> Reduced the maximum amount awarded per grant to \$15,000.<br/><b>Background:</b> Established in 1964 in CA.<br/><b>Limitations:</b> Giving primarily in the nine counties of the San Francisco Bay Area, CA. No grants to individuals, or for films, videos, conferences, seminars, capital campaigns, scholarships, research, or special or fundraising events.<br/><b>Purpose and Activities:</b> Support for programs which attempt to end the cycle of poverty, especially programs that provide tools, support, asset building, and opportunity to people in need in order to overcome the root causes of their poverty, and in which the people to be helped are part of the design and decision making of the organization or project. Preference is given to new and creative programs, and programs working for systemic change.<br/><b>Fields of Interest: Subjects:</b> Community/economic development; Economic development. <b>Population Groups:</b> Economically disadvantaged.<br/><b>Geographic Focus:</b> California.<br/><b>Types of Support:</b> General/operating support; Program-related investments/loans; Program development.<br/><b>Publications:</b> Grants list; Occasional report (including application guidelines).<br/><b>Application Information:</b> Application guidelines available on foundation Web site. Fax submissions are not accepted. E-mail is preferred. Application form required. Applicants should submit the following:<br/>1. Population served<br/>2. Copy of IRS Determination Letter<br/>3. Brief history of organization and description of its mission<br/>4. Descriptive literature about organization<br/>5. Listing of board of directors, trustees, officers and other key people and their affiliations<br/>6. Copy of current year's organizational budget and/or project budget<br/>7. Listing of additional sources and amount of support<br/>Initial approach: 2-3-page letter (or e-mail)<br/>Copies of proposal: 1<br/>Board meeting date(s): Varies, meets 3 times a year<br/>Deadline(s): Varies; see Web site for current dates<br/>Final notification: 4 to 6 months</p> |
| Areas of foundation giving  |   |
| Types of grants   |   |
| Printed material available from the foundation                                    |   |
| How to apply  |   |

Associations to which the foundation belongs

Year-end date of accounting period, assets, expenditures, and giving activities

Additional information: Grants list and Multi-year report are available for distribution online, hardcopies mailed by request.

**Officers and Directors:** Phyllis K. Friedman,\* President; Eleanor Friedman,\* Vice President; Robert E. Friedman,\* Secretary; David A. Friedman,\* Treasurer.

**Number of Staff:** 1 part-time professional.

**Memberships:** **Regional Associations of Grantmakers:** Northern California Grantmakers; Philanthropy New York. **Affinity Groups:** Neighborhood Funders Group.

**Associations and Other Philanthropic Organizations:** Council on Foundations.

**Financial Data: Year ended 2/28/09:** Assets: \$7,721,355 (market value); Expenditures: \$1,226,323; Total giving: \$1,085,000; Qualifying distributions: \$1,225,961; Giving activities include: \$1,085,000 for 79 grants (high: \$20,000; low: \$500).

**Estimated financial data for year ending 2/28/10:** Assets: \$9,000,000; Grants: \$825,000

**Additional Location Information:** County: San Francisco; Metropolitan area: San Francisco-Oakland-Fremont, CA; Congressional district: California District 8.

**Selected Grants:** The following grants were reported in 2008:

\$20,000 to Association for Enterprise Opportunity, Arlington, VA. For general support, payable over 1 year.

\$20,000 to Association of Community Organizations for Reform Now, San Francisco, CA. For project support, payable over 1 year.

\$20,000 to California Association for Microenterprise Opportunity, San Francisco, CA. For general support, payable over 1 year.

\$20,000 to California Budget Project, Sacramento, CA. For general support, payable over 1 year.

\$20,000 to Earned Assets Resource Network, San Francisco, CA. For general support, payable over 1 year.

\$20,000 to First Nations Development Institute, Longmont, CO, payable over 1 year.

\$20,000 to Juma Ventures, San Francisco, CA. For general support, payable over 1 year.

\$20,000 to Low-Income Families Empowerment through Education, San Leandro, CA. For general support, payable over 1 year.

\$20,000 to Mission Economic Development Agency, San Francisco, CA. For general support, payable over 1 year.

\$20,000 to Womens Initiative for Self Employment, San Francisco, CA. For general support, payable over 1 year.