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## ABSTRACT

Following the collapse of health care services in many rural areas in recent years, rural health care providers are developing new strategies to meet the needs of their communities and are working creatively to maximize resources. Much of that effort has been enhanced with financial and technical assistance from federal, state, and private institutions. This catalog (third edition) provides information on the financing of rural health programs. It includes eight sections that: (1) provide an overview of grantsmanship, types of philanthropic organizations, and how to get started; (2) list 76 directories and federal and state information sources for public and private funding; (3) profile 29 federal agencies and private organizations that provide funding information; (4) describe electronic databases and information sources; (5) list 10 directories on scholarships, fellowships, and other grants for medical and professional health education; (6) recommend 37 further readings on fund-raising, grantsmanship, and proposal writing; (7) provide a glossary of relevant terms; and (8) list publishers' contact information. Appendices provide addresses for state offices of rural health, Public Health Service regional offices for financial assistance information, and selected foundations contributing to rural health projects. Information is also available electronically on the Agricultural Library Forum bulletin board. Information and National Agricultural Library call numbers are provided for the purchase or borrowing of documents. (JAT)



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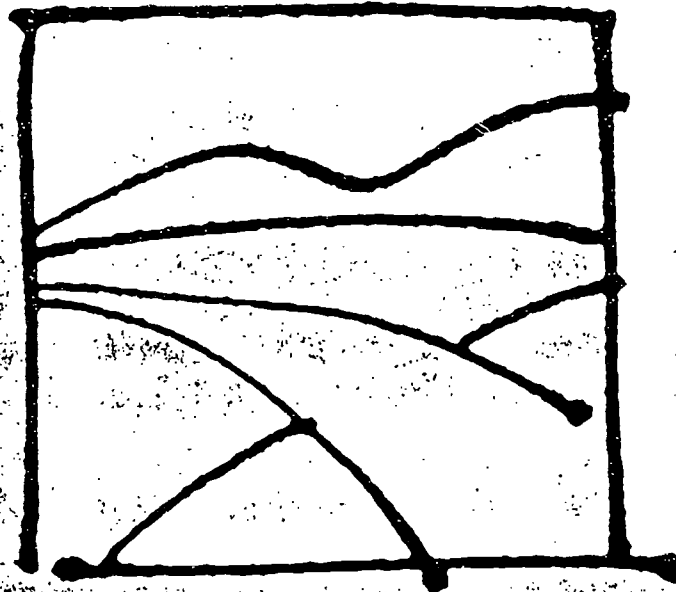


# Rural Health Services Funding: A Resource Guide

United States Department of Health and Human Services

Rural Information Center Publication Series, No. 41  
Revised Edition from the  
Rural Information Center Health Service

Office of Rural Health Policy



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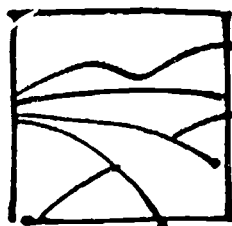
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RICPS, No. 41

## **Rural Health Services Funding: A Resource Guide**

**Compiled by Sarah R. Towner  
Rural Information Center Health Service**

**Rural Information Center Publication Series, No. 41  
Revised Edition from the  
Rural Information Center Health Service**



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# Rural Information Center

Rural Information Center Health Service  
National Agricultural Library  
U.S. Department of Agriculture  
Beltsville, Maryland 20705

The Rural Information Center (RIC) is a joint project of the Extension Service and the National Agricultural Library (NAL). RIC provides information and referral services to local government officials, community organizations, health professionals and organizations, cooperatives, libraries, businesses, and rural citizens working to maintain the vitality of America's rural areas. The Center combines the technical, subject-matter expertise of Extension's nationwide educational network with the information specialists and resources of the world's foremost agricultural library.

The Rural Information Center Health Service (RICHS) was jointly created as a specialty arm of RIC by the Office of Rural Health Policy of the Department of Health and Human Services (DHHS) and the National Agricultural Library. RICHS collects and disseminates information on rural health and rural mental health issues, rural health funding opportunities, research findings related to rural health, and innovative approaches to the delivery of rural health care services.

## SERVICES:

Provide customized information products to specific inquiries including assistance in economic revitalization issues; local government planning projects; rural health issues; funding sources; and other related issues for the purpose of monitoring the quality of rural life.

Process a broad array of general and funding information requests on such topics as:

- Successful strategies, models, and case studies of community development projects
- Small business attraction, retention, and expansion
- Tourism promotion and development
- Recycling programs
- Community water quality
- Technology transfer to rural areas
- Closures, restructuring and diversification of rural hospitals and clinics
- Agricultural health and safety
- Health programs, services, personnel issues
- State initiatives concerning rural health delivery issues

Refer users to organizations or experts in the field who can provide additional information.  
Perform brief database searches of requested topics on a complimentary basis.  
Furnish bibliographies and Rural Information Center Publication Series titles.  
Identify current USDA and DHHS research and Cooperative Extension Systems programs.

\*Telephone 1-800-633-7701 (nationwide) or 1-301-504-5547  
\*Mail Rural Information Center Health Service  
National Agricultural Library, Room 304  
Beltsville, MD 20705-2351

## ACCESS:

- \*Electronic Mail through INTERNET (RIC@NALUSDA.GOV)
- \*NAL Bulletin Board (RIC/RICHS Conference) 1-301-504 6510

**TABLE OF CONTENTS**

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<u>SECTION</u>	<u>PAGE</u>
Foreword.....	vii
Table of Figures.....	ix
Introduction.....	xi
I. The Funding Process: An Overview of Grantsmanship.....	1
II. Information Sources for Rural Health Funding.....	7
III. Related Organizations.....	24
IV. Electronic Funding Resources.....	30
V. Health Professional Scholarships and Education Funding.....	35
VI. Recommended Reading.....	38
VII. Funding Glossary.....	43
VIII. Publishers' Contact Information.....	45
Appendices.....	49
Appendix A - State Offices of Rural Health.....	49
Appendix B - PHS Regional Offices for Financial Assistance Information .....	54
Appendix C - Selected Foundations Contributing to Rural Health Projects.....	55
Electronic Access to Rural Health Resources .....	59
Document Delivery Service Information .....	61
Electronic Mail Access for Interlibrary Loan (ILL) Requests.....	62

This publication contains material that is considered accurate, readable and available. The opinions expressed in this publication do not necessarily reflect the views of the United States Department of Agriculture. Inclusion of publications and software databases in this publication does not imply product endorsement.

## FOREWORD

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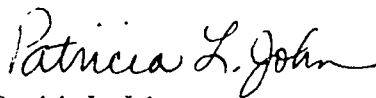
The Rural Information Center Health Service (RICHS) is a collaborative effort between the U.S. Departments of Agriculture and Health and Human Services. Since October 1, 1990, RICHS has been answering the phone at 1-800-633-7701, a number it shares with the Rural Information Center (RIC). Very soon after the calls started coming in, it became apparent that information on the financing of health programs was the single most requested RICHS topic.

As a result, in December of 1991, RICHS staff prepared the original *Rural Health Services Funding: A Resource Guide*. Today, in March 1995, eight thousand copies later, we are issuing our third edition. The *Resource Guide* is, by a wide margin, the most requested RICHS publication. It is also a testament to the continuing efforts of RICHS Health Librarian Terri Brown and her staff to be responsive to the needs of thousands of people who live in rural communities and seek the assistance of RICHS each year.

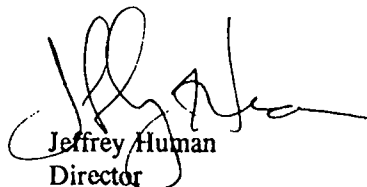
The *Resource Guide* includes not only federal funding sources but also covers state and private funding sources, along with useful tips for beginning a funding search. This revision places extra emphasis on scholarships and loans for the health professionals who often are badly needed in rural communities.

We would be remiss if we did not mention that current funding information on federal and private programs also is available electronically through a conference RICHS maintains on the Agricultural Library Forum (ALF) -- the electronic bulletin board of the National Agricultural Library. Since July of 1991, we have been revising the funding bulletins twice a month to make sure the information is current and relevant. Information on accessing the ALF conference and accessing the same files on the Internet may be found on page 30.

We hope this revised edition of the *Resource Guide* will prove as popular and useful as the previous two editions. As always, we welcome your suggestions for future editions.



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Rural Information Center  
National Agricultural Library  
U.S. Department of Agriculture



Jeffrey Human  
Director  
Office of Rural Health Policy  
U.S. Department of Health and Human  
Human Services

TABLE OF FIGURES

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<u>FIGURE</u>	<u>PAGE</u>
Figure 1: Sources of Funding.....	2
Figure 2: Steps in the Funding Process....	4
Figure 3: Information Sources for Federal, State and Private Funding.....	9
Figure 4: Information Sources by Type of Funding Search.....	14



## INTRODUCTION

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Providing health care services to much of rural America has become increasingly difficult in recent years. During the 1970s, rural communities thrived with economic expansion and unprecedented population growth. At that time, rural health providers represented viable institutions offering an array of medical services to their communities. By the early 1980s, however, thousands of communities were confronted with downturns in agriculture, mining, timber, and manufacturing -- bringing a near halt to population growth and eroding health care services, as well.

A new statistical profile of rural America emerged: one with a greater number of unemployed and underemployed residents, a greater number of residents with little or no health insurance, and a higher proportion of both young and old residents. The collapse of health care services in many areas, such as rural hospital closures, began to feed and accelerate this transformation.

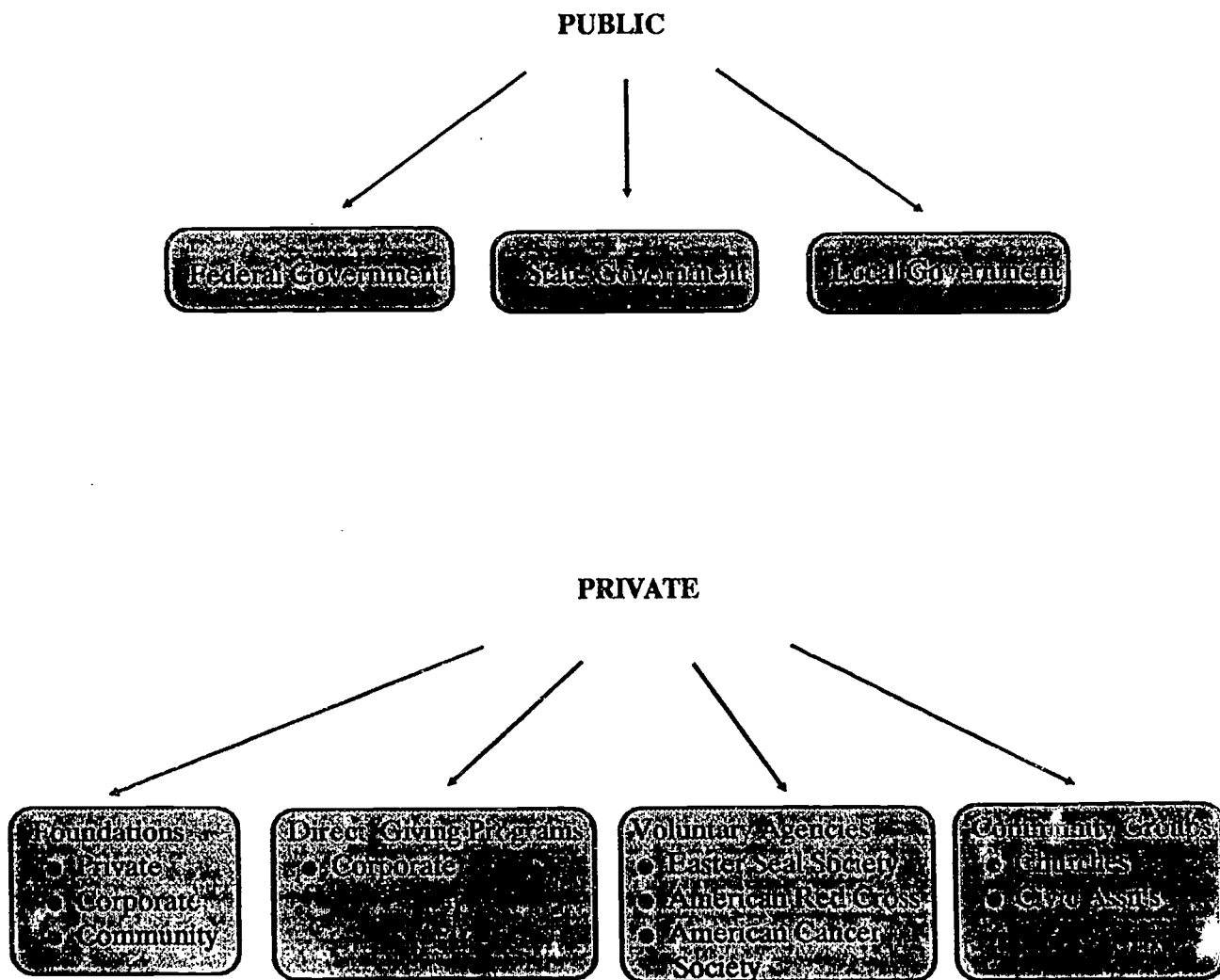
In the 1990's, rural health care providers have begun to rally in the face of this challenge. They have developed new strategies for meeting the needs of their communities, and worked creatively with their colleagues and neighboring communities to maximize resources.

Much of that effort has been enhanced with financial and technical assistance from federal, state, and private institutions. In the spirit of that same assistance, this publication is offered to those who are working to assure and improve health care in rural America now and throughout the decade.

In this revised edition of *Rural Health Services Funding: A Resource Guide*, additional directories and resources have been added along with two new sections: Electronic Funding Resources and Health Professional Scholarships and Education Funding. Publishers' information, listed in Section VIII, gives the reader the information necessary to purchase a publication. The Price List of Available Funding Publications is located at the end of this publication.

National Agricultural Library (NAL) call numbers are provided for items that are owned by NAL and may be borrowed from the library through interlibrary loan. For this service, refer to the Document Delivery Services to Individuals lending policy at the end of this document for information on obtaining those documents. For other documents, contact the appropriate publisher or company (see Publishers' Contact Information, page 45), or check with your local public or university library.

**FIGURE 1:  
SOURCES OF FUNDING**



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## I. THE FUNDING PROCESS: AN OVERVIEW OF GRANTSMANSHIP

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The process of grantsmanship covers a broad scope of activities including preliminary planning and research, proposal development, and proposal follow-up. Throughout this process, two questions are commonly asked by grantseekers, "Where is the money available?" and "How do I get funding?" The following discussion addresses these questions and provides useful information for grantseekers in search of funding dollars.

### Where Does the Money Come From?

The two primary sources of grant money are public and private funds. Public funds are obtained from governmental units, such as federal, state, and local agencies. Private funds, on the other hand, come from organizations involved in charitable giving, such as foundations, direct giving programs, voluntary agencies, and community groups (see Figure 1).

### Public Funding

The federal government administers several types of grants designed to accomplish different purposes, such as conducting scientific research, demonstrating a particular theory, or delivering services to a specific population. Examples of these grants include:

- **research grants** – to support investigation aimed at the discovery of facts, revision of accepted theories, or application of new or revised theories (e.g., HIV/AIDS research);
- **demonstration grants** – to demonstrate or establish the feasibility of a particular theory or approach (e.g., Essential Access Community Hospital/Primary Care Hospital Grant Program);
- **project grants** – to support individual projects in accordance with legislation that gives the funding agency discretion in selecting the project, grantee, and amount of award (e.g., Rural Health Outreach Grant Program );
- **block grants** – to provide states with funding for a particular purpose (e.g., the delivery of maternal and child health services); and
- **formula grants** – to provide funding to specified grantees on the basis of a specific formula, using indicators such as per capita income, mortality or morbidity rates, outlined in legislation or regulations (e.g., certain substance abuse programs).

Many of the health grant programs administered by the federal government are based on the pursuit of national objectives, such as those outlined in the report, *Healthy People 2000: National Health Promotion and Disease Prevention Objectives*. This report, published by the Office of the Assistant Secretary for Health, Department of Health and Human Services, sets forth the nation's major health objectives for the year 2000 (e.g., access to preventive services for all Americans). Some of the federal offices offering grant programs and other assistance are listed on pages 24-27.

In addition to federal funding, state and local agencies also administer grants. Monies used to support these programs are obtained primarily through state and local tax revenues and funds received from the federal government (e.g., block and formula grants.).

### Private Funding

Private funding can be obtained from a variety of sources, such as foundations, corporations, voluntary agencies and community groups. For the most part, philanthropic organizations fund programs which either address their individual interests (e.g., farm safety) or benefit a particular group (e.g., company employees and their dependents). The Easter Seal Society of Indiana, for example, funds a rehabilitation program for disabled farmers while the U.S. West Foundation supports, among others, projects which benefit corporate employees.

A brief description of the major types of philanthropic organizations is provided below.

- 1) Private foundations - foundations which receive income from an individual, family or group of individuals. The funding priorities of private foundations are usually based on the personal philosophies of the founding members. The two private foundations that probably make the most grants for rural health projects are the Robert Wood Johnson Foundation of Princeton, N.J. and the R.W. Kellogg Foundation of Battle Creek, MI.
- 2) Corporate foundations - foundations which receive contributions from a profit-making entity, such as a corporation (e.g., U.S. West Foundation).
- 3) Community foundations - foundations involved in grant giving within a specific community, state, or region (e.g., Northwest Area Foundation).
- 4) Direct giving programs - philanthropic arms of corporations which donate goods and services for charitable causes (e.g., IBM Corporation).
- 5) Voluntary agencies - private organizations which support charitable programs that are consistent with their overall mission. The American Red Cross, for example, provides printed materials and staff consultation for health projects in various communities.
- 6) Community groups - local organizations which focus on supporting projects within their communities. Examples of these organizations include churches, Junior Leagues, and civic associations.

Foundation directories are listed on pages 11-20; foundations that are particularly active in rural health are listed on pages 55-57.

## How Can I Obtain Funding?

Regardless of the type of funding desired, the grantsmanship process involves three distinct phases: preliminary planning and research, effective proposal writing, and proposal follow-up. To complete these phases successfully, the grantseeker should consider the following steps.

**FIGURE 2:  
STEPS IN THE FUNDING PROCESS**

Step:	Questions to Consider
<p><i>Step 1:</i> Identify a Need</p>	<ul style="list-style-type: none"> <li>● What is the funding need?</li> <li>● How does my plan address the need for assistance?</li> </ul>
<p><i>Step 2:</i> Identify Funding Sources</p>	<ul style="list-style-type: none"> <li>● Who should I approach for funding?</li> <li>● How do I obtain information about potential funders?</li> </ul>
<p><i>Step 3:</i> Develop a Proposal</p>	<ul style="list-style-type: none"> <li>● What are the goals and objectives of the program?</li> <li>● How will the program be carried out?</li> <li>● How will the program be budgeted?</li> <li>● What type of proposal format should be used (e.g., forms or letters)?</li> <li>● How will the program be evaluated?</li> </ul>
<p><i>Step 4:</i> Submit a Proposal</p>	<ul style="list-style-type: none"> <li>● Am I consistent with the funder's application deadlines?</li> <li>● Am I sending the proposal to the appropriate contact?</li> <li>● Am I properly completing the proposal (i.e. all parts of application provided)</li> </ul>
<p><i>Step 5:</i> Follow-Up</p>	<ul style="list-style-type: none"> <li>● Was the proposal accepted?</li> <li>● If not, why?</li> <li>● Should I submit a revised proposal?</li> </ul>

Although not exhaustive, these steps provide a general "game plan" for individuals embarking on a grant search. By following these guidelines, grantseekers can prepare a more effective funding strategy and increase their overall chances of success. Additional "how-to" resources discussing the grantsmanship process are provided in the Recommended Reading section of this publication.

## How Do I Get Started?

Perhaps the hardest part of the grantsmanship process is getting started! With this in mind, the following checklist has been developed to help grantseekers get off on the right track...

### •Contact Your State Office of Rural Health

These offices represent a good starting point for funding assistance. Although their services vary, many can provide grantseekers with technical assistance, information on fundraising workshops, and lists of community and regional, and state funding agencies. Refer to Appendix A for state office contact information.

### •Become Familiar with the Grantsmanship Process

If you are a first time grantseeker, you may wish to attend a grant writing workshop or team up with an experienced fundraiser. In addition, you may also wish to hire a professional consultant for proposal guidance and development. A visit to a local public library may provide assistance in locating funding resources and reading materials.

### •Check the Funding Sources in Your Own Back Yard

Oftentimes grantseekers approach the larger, national foundations for projects which may be more attractive to local, community funders. Remember, national funders support projects which have a broad impact, while smaller foundations support those which effect their own community. Be sure to consider this when beginning your search. A discussion of Statewide Foundation Directories is presented in the following section.

### •Pursue Several Potential Funders

Be sure to identify several potential funders when conducting your search. The odds of a successful search are greater when you approach a variety of funders.

### •Check in with us

Staff of the Rural Information Center Health Service may be able to direct you to potential funding sources or to clarify information in this publication.

## Funding Tips

A variety of publications and funding resources offer helpful suggestions to ease the grantwriting process. The following tips are taken from a variety of publications by grantwriting experts.

1. Find the natural link between your program and the foundation or corporation's funding interest.
2. Ask a foundation for an annual report. Use this publication to discover the mission of the foundation and other important facts.
3. In planning projects and selecting prospects, remember that most large foundations and corporations look for projects that have national impact.
4. Federal government Request for Proposals (RFP) have very strict formats. Avoid disqualification by filling in all the blanks.
5. When writing the application, remember these simple steps:
  - Create a vivid mental picture
  - Use the active voice
6. Avoid sweeping statements, platitudes, and academic jargon.
7. Describe the current condition you want to correct. Use examples.
8. Show cost-effectiveness.
9. Be sure to mention if the project can be replicated elsewhere.
10. Proofread final draft. Have a second person check the application.

## II. INFORMATION SOURCES FOR RURAL HEALTH FUNDING

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Once a program need has been determined, grantseekers must begin the task of identifying potential funding sources. The following section outlines the range of investigative tools and directories available to grantseekers and describes information sources for both public and private funding (see Figure 3).

### Federal Information Sources

#### Government and Commercial Publications

1

*Catalog of Federal Domestic Assistance.* Executive Office of the President, Office of Management and Budget, and U.S. General Services Administration. Washington, DC: U.S. Government Printing Office. Year-end annual with mid-year update. NAL Call No.: HC110.P6A22.

The *Catalog* is an annual listing of funding programs sponsored by the federal government. Information on grant eligibility, application procedures, selection criteria, and program deadlines can be obtained through a variety of indexes including subject, function, and agency. Many large public libraries also maintain a copy. (An on-line version of the *Catalog* can also be accessed through the Federal Assistance Programs Retrieval System (FAPRS). See section IV, page 30 for details.)

2

*Commerce Business Daily.* U. S. Department of Commerce. Washington, DC: U.S. Government Printing Office. Published daily. NAL Call No.: JK1673.C65.

The *Commerce Business Daily* is published five times a week and includes announcements of proposed government procurements, contract awards, and sales of surplus property. For electronic access to CBD, refer to section IV, page 31 for details.)

3

*Community Health Funding Report.* G. Gill, editor. Silver Spring, MD: CD Publications. Bimonthly series.

Information on both public and private funding programs is outlined in this bimonthly publication. Programs supporting AIDS, community/migrant health, health education, maternal and child health, mental health, and substance abuse are presented. Also included in the report are updates on federal regulations and legislation.

4

*Federal Assistance Directory.* Washington, DC: Carroll Publications. Bi-Annual series.

The *Federal Assistance Directory* is designed to help those searching for information about federal domestic assistance programs. Program descriptions of more than 1,300 programs list the sponsoring agency, type of program, finances, uses and limits of benefits, and contact agency information.

5

*Federal Assistance Monitor.* Silver Spring, MD: CD Publications. Bi-weekly series.

This bi-weekly newsletter gives a comprehensive review of federal funding announcements, private grants, rule changes, and legislative actions affecting all community programs, including social services, education, and health, plus tips on funding.



6

*Federal Funding Sources for Rural Areas.* M. L. Reynnells. Rural Information Center Publication Series. Beltsville, MD: National Agricultural Library, Rural Information Center. Annual series.

This annual publication highlights federal grant opportunities relevant to rural areas. The program descriptions are taken from the *Catalog of Federal Domestic Assistance*. A subject index is included along with a listing of programs by department.

7

*Federal Funding to Fight AIDS.* Arlington, VA: Government Information Services. Annual series.

This guide highlights over \$2 billion in grants available from the federal government to support AIDS programs. Each grant lists: name, address, program contacts, number of awards made, and eligibility information.

8

*Federal Grants and Contracts Weekly.* S. Wade, editor. Alexandria, VA: Capitol Publications, Inc. Weekly series.

This publication, produced 50 times a year, includes information on federal grants and contracts related to research, training, and services. *Federal Grants* highlights grant and contract notices from both the *Federal Register* and the *Commerce Business Daily*.

9

*Federal Grants Management Handbook.* Thompson Publishing Group Staff. Washington, DC: Thompson Publishing Group.

This continually updated, two-volume set includes a guide that analyzes, interprets, and presents complex grant administration requirements, including key financial management rules, compliance, requirements, and various management options. *Current Developments*, a monthly newsletter section, keeps track of recent events affecting federal grant administration.

10

*Federal Register.* U. S. National Archives and Records Administration, Office of the Federal Register. Washington, DC: U.S. Government Printing Office. Published daily. NAL Call No.: JK6.F4.

The *Federal Register* is published daily, Monday through Friday, and provides information on federal assistance (e.g., grants and contracts), legal notices, meeting announcements, and public regulations. The *Federal Register* is also available at many large public libraries. (For the electronic version of the *Federal Register*, refer to section IV, page 31 and page 33, for details.)

11

*Federal Support for Nonprofits.* Rockville, MD: The Taft Group. Annual series.

Eight hundred federal programs that award grants to nonprofits are included in this easy-to-use directory. Program facts from the *Catalog of Federal Domestic Assistance* are compiled along with a listing of over 12,000 recently awarded grants.

12

*Government Assistance Almanac: The Guide to All Federal Financial and Other Domestic Programs.* J. R. Dumouchel. Detroit, MI: Omnigraphics, Inc. Annual series. NAL Call No.: HC110.P63G69.

The *Government Assistance Almanac* highlights the 1,288 federal assistance programs published in the *Catalog of Federal Domestic Assistance*. Easy to use indexes assist grantseekers in identifying federal programs relevant to their funding area. For each entry, specifics about the program's type, purpose, eligibility, and contacts are reviewed.

13

*Guide to Federal Funding for Governments and Non-Profits.* C. Edwards, editor. Arlington, VA: Government Information Services. Year-end annual with monthly updates.

FIGURE 3: INFORMATION SOURCES FOR FEDERAL, STATE AND PRIVATE FUNDING

INFORMATION SOURCES	FEDERAL	STATE	PRIVATE
Agencies/Information Centers	<ul style="list-style-type: none"> <li>● PHS Regional Offices</li> <li>● State Offices of Rural Health</li> <li>● RICHs</li> <li>● Federal Agency Grant Offices</li> </ul>	<ul style="list-style-type: none"> <li>● Local Library</li> <li>● State Offices of Rural Health</li> <li>● State Health Departments</li> </ul>	<ul style="list-style-type: none"> <li>● Foundation Center Libraries</li> <li>● Local Libraries</li> <li>● RICHs</li> </ul>
Databases	<ul style="list-style-type: none"> <li>● FAPRS</li> <li>● DIALOG (#85, #36, #669)</li> </ul>	<ul style="list-style-type: none"> <li>● FAPRS</li> </ul>	<ul style="list-style-type: none"> <li>● DIALOG (#26, #27, #85)</li> </ul>
Publications	<ul style="list-style-type: none"> <li>● <i>Catalog of Federal Domestic Assistance</i></li> <li>● <i>Government Assistance Almanac</i></li> <li>● <i>Federal Register</i></li> <li>● <i>NIH Guide to Grants and Contracts</i></li> <li>● <i>Federal Grants and Contracts Weekly</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Catalog of Federal Domestic Assistance</i></li> <li>● <i>Government Assistance Almanac</i></li> <li>● <i>State Catalogs*</i></li> <li>● <i>Local /State Funding Report</i></li> </ul>	<p>Foundations:</p> <ul style="list-style-type: none"> <li>● <i>The Foundation Directory</i></li> <li>● <i>Guide to U.S. Foundations</i></li> <li>● <i>Foundation Grants Index</i></li> <li>● <i>The Foundation Directory, Part 2</i></li> <li>● <i>Statewide Foundation Directories +</i></li> </ul> <p>Corporations:</p> <ul style="list-style-type: none"> <li>● <i>Directory of Corporate &amp; Foundation Givers +</i></li> <li>● <i>Corporate Foundation Profiles +</i></li> <li>● <i>National Directory of Corporate Giving</i></li> <li>● <i>Corporate Giving Directory</i></li> <li>● <i>Statewide Foundation Directories +</i></li> </ul>

\*Where available

+ Includes information on small and community foundations

The annual guide describes federal grant programs in a variety of areas, such as health, human services, community development, and child care. Programs for special populations, such as Native Americans, are also included. As a supplement to the guide, a monthly update is published to reflect program changes throughout the year.

14

*Guide to Federal Funding for Hospitals and Health Centers.* Amy McAuliffe, editor. Arlington, VA: Government Information Services, 1993.

In the form of a loose-leaf notebook, the *Guide to Federal Funding for Hospitals and Health Centers* serves as a directory to federal aid to hospitals and health care facilities in the United States.

15

*Health Grants and Contracts Weekly.* S. Wade, editor. Alexandria, VA: Capital Publications, Inc. Weekly series.

This weekly series presents health grant information for both public and private institutions. Selected grant information from the *Federal Register*, *Commerce Business Daily*, and *NIH Guide for Grants and Contracts* is included.

16

*NIH Guide for Grants and Contracts.* U. S. Department of Health and Human Services, National Institutes of Health. Washington, DC: Government Printing Office. Weekly series. (distributed by the NIH Guide Distribution Center) NAL Call No.: RC850.A1N53.

This weekly publication announces the extramural research activities funded by the National Institutes of Health (NIH) and the Substance Abuse and Mental Health Services Administration (SAMHSA). (See section IV, page 32 for Internet access information to the *NIH Guide*.)

17

*Public Health Service Profiles of Financial Assistance Programs.* Public Health Service. Rockville, MD: Division of Grants and Contracts, Public Health Service. June 1994. 229 pp.

The Division of Grants and Contracts of the Public Health Service has compiled a listing of federal programs from the various offices of PHS: Agency for Health Care Policy and Research, Centers for Disease Control and Prevention, Health Resources and Services Administration, Indian Health Service, and the National Institutes of Health. The programs listed are taken from the *Catalog of Federal Domestic Assistance* and contain information such as: objectives, types of assistance, uses, and eligibility requirements. Over 300 federal programs are listed.

## State Information Sources

### Government Publications

18

*Catalog of Federal Domestic Assistance.* Executive Office of the President, Office of Management and Budget, and U.S. General Services Administration. Washington, DC: U.S. Government Printing Office. Year-end annual with mid-year update.

The *Catalog* includes a listing of the federal block and formula grants which are administered directly through state agencies. Many large public libraries also maintain a copy.

19

*Local/State Funding Report.* Arlington, VA: Government Information Services. Weekly series.

This weekly publication reports on federal and private sector funding for local and state governments and for non-profit organizations.

## Government Agencies

### State Offices of Rural Health

The Federal Office of Rural Health Policy funds state Offices of Rural Health in all fifty states. Each state office identifies state programs relating to rural health and provide technical assistance to organizations interested in obtaining financial assistance. These offices also serve as information clearinghouses on rural health care issues, research findings relevant to rural health care, recruitment and retention issues of health professionals, and innovative approaches to the delivery of health care in rural areas. A list of these offices is provided in Appendix A.

### State Governmental Agencies

Agencies administering grant programs are also useful sources of funding information. Examples of departments supporting rural health activities include health, mental health/substance abuse, social services, and transportation. A directory of these agencies should be available through your local library.

In some states, information on local assistance programs is often published within a state catalog or directory. For more information about these resources, contact your local library or State Department of Planning.

## Private Funding Directories/Indexes

Grantseekers pursuing private funding have a variety of resources available to them including directories, indexes, subject guides, on-line databases, annual reports, governmental offices, and local libraries (see Figures 3 and 4). A brief review of these resources is provided below.

### Directories/Indexes

Many of these resources are published by The Foundation Center, an independent service group established "...to provide an authoritative source of information on private philanthropic giving." The Foundation Center disseminates its information through a core reference collection located in over 100 libraries nationwide. To learn more about these participating libraries, contact The Foundation Center at 1-800-424-9836.

## Foundations and Corporations

20

*America's New Foundations*. Rockville, MD: The Taft Group. Annual series. NAL Call No.: HV89.A4.

Over 2800 private, corporate and community foundations created since 1989 are listed in this directory. Updated annually, this resource targets smaller and less established nonprofits. Foundation officers, trustees, and directors are also indexed.

21

*Annual Register of Grant Support: A Directory of Funding Sources*. New Providence, NJ: R. R. Bowker. Annual Series. NAL Call No.: LB2338.A53.

Updated yearly, this directory lists over 3,000 organizations, foundations and corporations organized by 11 major subject areas, and categorized by three indexes: subject, organization and program, and geographical. Also included is a step-by-step proposal writing guide.

21

22

*Chronicle of Philanthropy*. Washington, DC: The Chronicle. Bimonthly series. NAL Call No.: HV85.C48.

The *Chronicle*, a bimonthly series, reports news of interest to both grant seekers and grant givers, including trends in funding, summaries of annual reports from foundations, lists of awards, and a calendar of philanthropic events.

23

*Corporate and Foundation Grants*. Rockville, MD: The Taft Group. Annual series.

Over 95,000 recently awarded grants from 5,500 foundations and corporate giving programs are listed in this two set directory. Volume One lists grant recipients by using eight subject areas and geographical location. Volume Two lists the grant-makers and includes address, source of grants data, and a complete listing of the distributed grants.

24

*Corporate 500: The Directory of Corporate Philanthropy*. San Francisco, CA: Datarex Corporation. Annual series.

*Corporate 500* highlights the foundations of over 550 American corporations. Giving in the areas of general support, matching gifts, endowments, in-kind donations, and loans is highlighted. In addition, over 55 different funding areas are indexed, with 21 relating specifically to health and social services.

25

*Corporate Foundation Profiles, 1994*. Francine Jones, ed. 8th edition. New York, NY: The Foundation Center, February 1994. 716 pp. Irregular series.

*Corporate Foundation Profiles*, a supplement to the *National Directory of Corporate Giving*, provides a detailed examination of over 200 of the largest corporate foundations. Program policies, funding guidelines, recently awarded grants, and trends in giving are included for each foundation. An additional listing of 1200 smaller corporate foundations

is also provided for grantseekers interested in small to mid-sized funders.

26

*Corporate Giving Directory*. James DeAngelis, editor. Rockville, MD: The Taft Group. Annual series. NAL Call No.:HV97.A3T3.

This sourcebook presents the grant giving activity of over 1000 corporations. Aside from financial data, the directory also provides useful information on corporate philosophies, priorities, and grant officers. Twelve indexes are available for easy reference.

27

*Corporate Giving Watch*. Rockville, MD: The Taft Group. Monthly newsletter.

A monthly supplement to *Corporate Giving Directory*, *Corporate Giving Watch* serves as an update to current funding opportunities for colleges and universities and health-related nonprofits. This newsletter also tracks new grant listings and publications, and profiles top corporate funders.

28

*Corporate Giving Yellow Pages*. Rockville, MD: The Taft Group. Annual series.

Over 3,700 corporate giving programs and corporate foundations are found in this annually updated directory. Geographic areas and SIC codes are used for further indexing of the entries.

29

*Corporate 1000: A Directory of Who Runs the Top 1000 U.S. Corporations*. New York, NY: Leadership Directories. Annual series. NAL Call No.:HG4057.A1C672.

This directory profiles the top 1000 corporations, their boards of trustees, officers and directors.

30

*Corporate Philanthropy Report*. Alexandria, VA: Capitol Publications, Inc. Monthly series.

This monthly newsletter gives the inside view on the critical issues influencing corporate philanthropy that can shape development of corporate contributions strategies. Essential information for nonprofit and corporate professionals who develop and operate philanthropic fundraising is included.

31

*Corporate Yellow Book: Who's Who at the Leading U.S. Companies.* New York: Leadership Directories. Fall 1994. Quarterly series.

A guide to information on executives who manage the leading U.S. Companies, this resource includes 1,083 companies, 34,000 corporate executives, and 11,000 board members. A useful industry index divides the corporations into subject areas such as Health and Medical Services and Products, Pharmaceutical, and Telecommunications.

32

*The Directory of Corporate and Foundation Givers.* K. E. Jankowski, editor. Rockville, MD: The Taft Group. Annual series.

This two-volume guide provides comprehensive profiles of more than 8,000 grantmakers, representing both private and corporate funders. Grant awards ranging from \$1,000 to \$1,000,000 are featured in this sourcebook. Selected features of the directory include a top ten grants list for each entry, brief essays on trends in corporate giving, and health-related indexes for easy reference.

33

*Directory of New and Emerging Foundations.* New York, NY: The Foundation Center. Annual series.

This directory provides in-depth descriptions of over 2,900 large foundations that have incorporated since 1985, as well as essential data on smaller new foundations. Entries include foundation interests and limitations, application procedures, contact names, and financial details.

34

*Directory of Research Grants.* Phoenix, AZ: Oryx Press. Annual series. NAL Call No.:LB2338.D5.

A listing of federal, private, and educational institution based research grants is featured in this annually published directory. Subject areas used in this publication for scholarships, fellowships, conferences and internships include: health care administration, AIDS/HIV, cardiology, immunology, psychology, and Native Americans.

35

*Foundation and Corporate Grants Alert.* Alexandria, VA: Capitol Publications, Inc. Monthly series.

Compiled monthly, this report covers the nation's foundation and corporate funds through advanced inside information on private giving, including amounts and purpose of awards, and contacts and tips to improve chances of winning funding.

36

*The Foundation Directory.* The Foundation Center Staff, and Margaret Mary Feczko, editors. New York, NY: The Foundation Center. Annual series. NAL Call No.: AS911.A2F6.

*The Foundation Directory* provides general information on the nation's top grantmaking programs. This resource describes the funding activity of over 6,700 U.S. foundations' holding assets of more than \$2 million or giving of at least \$200,000 annually. For each foundation, details on financial status, purpose and activities, types of support, program limitations, and application procedures are included.

37

*The Foundation Directory, Part. 2.* S. Olson, and M. Ziomkowski, editors. New York, NY: The Foundation Center. Biennial series. NAL Call No.: AS911.A2F652.

This directory focuses on mid-sized foundations and highlights more than 4,200 grantmakers' holding assets of less than \$1 million and conducting annual giving campaigns of between \$25,000 and \$100,000. Financial data are featured for each foundation, along with examples of recently awarded grants.

**FIGURE 4:  
INFORMATION SOURCES BY TYPE OF FUNDING SEARCH**

SEARCH STRATEGY	RESOURCE
<p><b>Subject search</b> (e.g., health or medical funders)</p>	<ul style="list-style-type: none"> <li>● <i>Foundation Grants Index</i></li> <li>● <i>National Guide to Funding in Health</i></li> <li>● <i>Grants in Hospitals, Medical Care &amp; Research</i></li> <li>● <i>Grants for Public Health &amp; Diseases</i></li> <li>● <i>Grants for Alcohol &amp; Drug Abuse</i></li> <li>● <i>Grants for Mental Health, Addictions &amp; Crisis Services</i></li> </ul>
<p><b>Geographic search</b> (e.g., community, state, regional or national funders)</p>	<ul style="list-style-type: none"> <li>● <i>Statewide Foundation Directories</i></li> <li>● <i>National Data Book</i></li> <li>● <i>The Foundation Directory</i></li> <li>● <i>National Guide to Funding in Health</i></li> </ul>
<p><b>Program search</b> (e.g., capital costs, operating expenses, technical assistance or seed money)</p>	<ul style="list-style-type: none"> <li>● <i>The Foundation Directory</i></li> <li>● <i>Directory of Corporate &amp; Foundation Givers</i></li> <li>● <i>National Directory of Corporate Giving</i></li> <li>● <i>National Guide to Funding in Health</i></li> </ul>

38

*The Foundation Directory Supplement*. New York, NY: The Foundation Center. Biennial series. NAL Call No.: AS911.A2F6.

*The Foundation Directory Supplement* updates the *Foundation Directory Parts 1 and 2* six months after the initial publication. The supplement provides updated addresses, contacts, policy statements, application guidelines, and financial data.

39

*Foundation Giving Watch*. Rockville, MD: The Taft Group. Monthly series.

This monthly newsletter allows the grantmaker and grantseeker to keep track of recent developments in the world of foundations. New foundations and changes to existing programs are profiled along with articles on current trends, subjects, and new publications of grantmaking.

40

*Foundation Giving: Yearbook of Fact and Figures on Private, Corporate, and Community Foundations*. New York, NY: The Foundation Center. Annual series.

A directory of data on more than 33,000 grant-making foundations, this resource charts giving by subject area and type of support. Over 100 easy-to-read tables cover such topics as foundation grants, assets and gifts received, and geographic distribution of foundations and grants awarded.

41

*Foundation Grants Alert*. Alexandria, VA: Capitol Publications. Weekly series.

A section of *Federal Grants and Contracts Weekly*, this publication, published 50 times a year, highlights foundation programs and specific grant programs with a published deadline. Each issue features a subject area that highlights foundations who award money in that area.

42

*Foundation Grants Index*. R. Kovacs, editor. New York, NY: The Foundation Center. Annual series. NAL Call No.: AS94.A2F66.

*The Foundation Grants Index* provides cumulative listings of 68,000 grants awarded by over 1000 foundations. Entries are indexed by subject area, grant recipients, geographic interest, and type of program support. This resource is especially useful for individuals tracking a particular type of funding, such as health and human services.

43

*Foundation Grants Index Quarterly*. New York, NY: The Foundation Center. Quarterly series.

A complimentary publication to *Foundation Grants Index*, this quarterly newsletter highlights over 5,000 recent foundation grant awards. Lists of new publications, annual reports, and grants are also included, along with updated information on personnel, policy and application guideline changes.

44

*Foundation Grants to Individuals*. New York, NY: The Foundation Center. Annual series.

The publication describes over 2,250 independent and corporate foundations that are most likely to support an individual grant application. Chapters include general welfare and medical assistance, education grants, and grants for company employees.

45

*Foundation 1000*. F. Jones, editor. New York, NY: The Foundation Center, October 1994. 2,870 pp. Semiannual series.

This reference features the giving activity of the top 1,000 grantmakers published in *The Foundation Directory*. Comprehensive analyses are presented for each foundation describing their geographic interest, recipient type, area of support, and programs funded. *Foundation 1000* is especially helpful when extensive research is required on a particular funder.



46

*Foundation Reporter*. Rockville, MD: The Taft Group. Annual series.

Ten indexes help locate information on America's leading 1000 foundations. Entries include contact, application and review procedures, new initiatives, and contributions analysis. Biographical information on officers and directors is also included. This title is also available in a customized edition on diskette or magnetic tape.

47

*Grantsmanship Center's Magazine*. Los Angeles, CA: The Grantsmanship Center. Quarterly series.

This catalog, published three to four times yearly, serves as a compendium of sources and resources for managers and staff of nonprofit organizations. This publication was formerly called the *Grantsmanship Center's Whole Nonprofit Catalog*.

48

*Guide to U.S. Foundations, Trustees, Officers, and Donors*. New York, NY: The Foundation Center. Annual series. Two volumes.

Volume One provides current and accurate information on over 35,700 private, corporate, and community foundations, including 2,500 new entries. Entries include donor information, publications for further research, and giving limitations. Volume Two includes a comprehensive index of trustees, officers, and donors affiliated with foundations as board members, donors, and volunteers.

49

*National Directory of Corporate Giving*. 3rd edition. New York, NY: Foundation Center, October 1993. 956 pp. Irregular series.

The *National Directory* highlights the funding activity of over 1,800 organizations involved in corporate giving. Grantseekers can evaluate the health priorities of each grantmaker by using the current giving section of the directory. Data regarding personnel, application requirements, financial status, and giving limitations are provided for each entry.

50

*National Directory of Nonprofit Organizations*. Rockville, MD: The Taft Group. Annual Series. 2 vols. NAL Call No: AS29.5.N37.

More than 260,000 organizations, many with incomes in excess of \$100,000 are listed in this comprehensive directory. Exact annual income figures are reported along with organization name, address, and phone number. Volume One lists organizations with annual revenues of \$100,000 or more, and Volume Two covers organizations with annual revenues between \$25,000 and \$99,999.

## Statewide Foundation Directories

For the grantseeker interested in local giving, statewide directories provide valuable information on local funders. Compiled by organizations such as grantmaking associations and state governments, these directories highlight the funding patterns of local givers often excluded from the larger, national directories. More than forty states publish these directories and, in many cases, make them available through their local public libraries. Some directories are updated annually, while others are updated as needed.

### ALABAMA

*Alabama Foundation Directory.* Birmingham, AL: Birmingham Public Library, 1990.

### ARIZONA

*Arizona Foundation Directory.* 3rd ed. Phoenix, AZ: Junior League of Phoenix, 1991.

### ARKANSAS

*The Guide to Arkansas Funding Sources.* Jerry Cronin, ed. Hampton, AR: Independent Community Consultants. Annual series.

### CALIFORNIA

*Catalog of California State Funding Sources,* 1993. Sacramento, CA: California State Library Foundation, 1993.

*Guide to California Foundations.* 1991-1993 ed. San Francisco, CA: Northern California Grantmakers, 1991.

### COLORADO

*Colorado Foundation Directory.* Denver, CO: Junior League of Denver, Inc. Annual series.

*Colorado Grants Guide.* Denver, CO: Community Resource Center. Annual series.

## CONNECTICUT

*Connecticut Foundation Directory.* Michael Burns, ed. New Haven, CT: DATA, Development and Technical Assistance Center. Annual series.

*Guide to Corporate Giving in Connecticut.* Michael Burns, ed. Hartford, CT: DATA, Development and Technical Assistance Center, Inc. Annual series.

## DELAWARE

*Directory of Delaware Grantmakers: 1992.* Wilmington, DE: Delaware Community Foundation, 1992. Biennial series. (distributed by the United Way of Delaware).

## DISTRICT OF COLUMBIA

*Guide to Great Washington, D.C. Grantmakers.* New York, NY: The Foundation Center, 1994.

## FLORIDA

*The Complete Guide to Florida Foundations.* Miami, FL: John L. Adams, 1992. (distributed by Florida Funding Publications).

*A Guide to Florida State Programs.* Miami, FL: J.L. Adams, 1992. (distributed by Florida Funding Publications).

## GEORGIA

*Sinclair, Ford and Company's Georgia Foundation Directory and Service.* Atlanta, GA: Sinclair, Ford, and Co., 1993.

## HAWAII

*Directory of Charitable Trusts and Foundations for Hawaii's Non-profit Organizations.* 2nd ed. Honolulu, HI: Volunteer, Information and Referral Service, 1990.

## IDAHO

*Directory of Idaho Foundations.* Elaine C. Leppert, ed. 6th ed. Caldwell, ID: Caldwell Public Library, 1993.

## ILLINOIS

*The Directory of Illinois Foundations.* Chicago, IL: Donors Forum of Chicago, 1990.

## INDIANA

*Directory of Indiana Donors.* Indianapolis, IN: Indiana Donors Alliance, 1992.

## KANSAS

*Directory of Kansas Foundations.* Topeka, KS: Topeka and Shawnee County Public Library, 1993.

## KENTUCKY

*The Kentucky Foundation Directory.* Cincinnati, OH: MR and Company, 1992.

## MAINE

*Directory of Maine Foundations.* Portland, ME: University of Southern Maine. Annual series.

*OUA/DATA's Guide to Corporate Giving in Maine.* New Haven, CT: DATA, Development and Technical Assistance Center. Biennial series.

## MARYLAND

*Association of Baltimore Area Grantmakers Member Directory.* Baltimore, MD: The Association of Baltimore Area Grantmakers, 1993.

*Index of Private Foundations, 1992.* Maryland Attorney General's Office. Baltimore, MD: Attorney General's Office, 1992.

## MASSACHUSETTS

*Massachusetts Grantmakers.* Boston, MA: Associated Grantmakers of Massachusetts, 1993.

*OUA/DATA's Guide to Corporate Giving in Massachusetts.* New Haven, CT: DATA, Development and Technical Assistance Center, 1992.

## MICHIGAN

*Michigan Foundation Directory.* Lansing, MI: Council of Michigan Foundations, distributed by the Michigan League for Human Services. Annual series.

## MINNESOTA

*Guide to Minnesota Foundations and Corporate Giving Programs 1993-1994.* Minneapolis, MN: University of Minnesota Press. Triennial series. (distributed by the Minnesota Council of Foundations).

## MISSOURI

*Corporate Funders Operating in Missouri.* Columbia, MO: Grants Link, Inc. Annual series.

*Directory of Missouri Foundations.* St. Louis, MO: Swift Associates, 1991.

## MONTANA

*Montana and Wyoming Foundations Directory.* Compiled by Eastern Montana College Foundation. Billings, MT: Eastern Montana College Foundation, Grants Information Center, 1992. (distributed by the Montana College Library).

## NEW HAMPSHIRE

*OUA/DATA's Guide to Corporate Giving in New Hampshire.* Michael Burns, ed. New Haven, CT: DATA, Development and Technical Assistance Center. Biennial series.

## NEW JERSEY

*New Jersey Foundations and Other Funding Sources.* Trenton, NJ: New Jersey State Library, 1993. (distributed by Littman Associates).

*The Mitchell Guide to Foundations, Corporations, and Their Managers.* Belle Meade, NJ: Mitchell Guide, 1992.

## NEW MEXICO

*The New Mexico Funding Directory.* Denise A. Wallen, and Brian McConnell, eds. Albuquerque, NM: University of New Mexico, 1993.

## NEW YORK

*The Mitchell Guide to Foundations, Corporations, and Their Managers.* Scarsdale, NY: R. L. Mitchell. Annual series.

*New York State Foundations: A Comprehensive Directory.* 3rd ed. Stan Olson, Margaret Mary Feczko, eds. New York, NY: Foundation Center, 1993.

## NORTH CAROLINA

*North Carolina Giving: The Directory of the State's Foundations.* Anita Gunn Shirley. Raleigh, NC: Capital Consortium, 1993.

## OHIO

*Charitable Foundations Directory of Ohio.* Columbus, OH: Attorney General's Office. Annual series.

## OKLAHOMA

*The Directory of Oklahoma Foundations.* Oklahoma City, OK: Foundation Research Project, Oklahoma City Community Foundation, 1992.

## PENNSYLVANIA

*Directory of Pennsylvania Foundations.* Free Library of Philadelphia. Philadelphia, PA: The Library, 1990. (distributed by Triadvocates Press).

## RHODE ISLAND

*Corporate Philanthropy in Rhode Island.* Hartford, CT: DATA, Development and Technical Assistance Center. Annual series.

*Grants to Individuals. Rhode Island State Council on the Arts.* Providence, RI: Rhode Island State Council on the Arts. Annual series.

*Grants to Organizations.* Rhode Island State Council on the Arts. Providence, RI: Rhode Island State Council on the Arts. Annual series.

*OUA/DATA's Guide to Corporate Giving in Rhode Island.* New Haven, CT: DATA, Development and Technical Assistance Center. Biennial series.

## SOUTH CAROLINA

*South Carolina Foundation Directory.* Columbia, SC: South Carolina State Library, 1990.

## SOUTH DAKOTA

*The South Dakota Grant Directory.* Pierre, SD: South Dakota State Library, 1992.

## TEXAS

*Analysis of Texas Foundations.* Mary W. Walters, ed. San Antonio, TX: Funding Information Center of Texas, 1994.

*Directory of Texas Foundations.* San Antonio, TX: Funding Information Center of Texas. Annual series.

## UTAH

*Philanthropic Foundations of Utah Directory.* 3rd ed. Roger H. Plothow and Lenora D. Plothow. Provo, UT: Henry Dean Publications, 1991.

## VERMONT

*Vermont Directory of Foundations.* Shaftsbury, VT: CPG Enterprises, Nonprofit Vermont. Annual series.

## VIRGINIA

*Directory of Virginia Private Foundations.* Hampton, VA: Hampton Public Library, Reference Dept., 1991.

## WASHINGTON

*Washington Foundation Directory: How to Get Your Slice of the Pie.* Mardell Moore and Charna Klein. Seattle, WA: Consultant Services Northwest, 1991.

*Charitable Trust Directory.* Olympia, WA: Washington Office of the Attorney General, 1991.

## WISCONSIN

*Foundations in Wisconsin: A Directory.* Milwaukee, WI: Marquette University Memorial Library. Annual series.

**WYOMING**

*Wyoming Foundations Directory.* Cheyenne, WY: Laramie County Community College, 1992.

*Montana and Wyoming Foundations Directory.* Compiled by Eastern Montana College Foundation. Billings, MT: Eastern Montana College Foundation, Grants Information Center, 1992. (distributed by the Montana College Library).

**Health and Medical Subject Guides**

**51**

*AIDS Funding: A Guide to Giving by Foundations and Charitable Organizations.* C. Edward Murphy. 3rd ed. New York: The Foundation Center, 1993. 196 pp.

Over 450 grantmakers are featured in this directory dedicated to many AIDS-related projects such as medical research, preventative education, and other programs.

**52**

*The Complete Grants Sourcebook for Nursing and Health.* Bauer, DG et al. Phoenix, AZ: Oryx Press, 1988.

This sourcebook provides a step-by-step guide to grant seeking and a detailed listing of 300 corporations, foundations, and federal sources in the areas of health and nursing.

**53**

*Directory of Biomedical and Health Care Grants.* Phoenix, AZ: Oryx Press. Annual series.

This directory lists over 8,500 federal, state, and private grants related to health programs. The directory covers such health topics as AIDS, alcohol abuse, behavioral medicine, child/maternal health, community outreach, and health care delivery.

**54**

*Directory of Building and Equipment Grants.* Richard M. Eckstein. 3rd ed. Loxahatchee, FL: Research Grant Guides, 1993. 216 pp.

This national, comprehensive guide lists funding sources for equipment, building, and renovation grants, including profiles of 936 foundations and 21 federal programs.

**55**

*Directory of Computer and High Technology Grants.* Richard M. Eckstein, ed. 2nd ed. Loxahatchee, FL: Research Grant Guides, 1994. 232 pp.

This guide focuses on technology, computers, and software grants from 617 foundations including programs for the elderly, health programs, medical equipment, medical research and medicine. It contains a "Grant Seeker's Guide to the Internet" and lists foundations by state. The directory also contains 33 federal programs that concentrate on various aspects of technology.

56

*Directory of Operating Grants.* Richard M. Eckstein, ed. Loxahatchee, FL: Research Grant Guides, 1994. 144 pp.

Operating grants are considered to be those grants that cover general operating support of an organization, not restricting the award to a certain project or specified activity. This directory lists 647 foundations by state and includes funding information such as foundation address, contact person, subject area, and grant amounts.

57

*Fund Raiser's Guide to Human Services Funding.* Rockville, MD: The Taft Group. Annual series.

A comprehensive guide to over 1,500 leading private and corporate foundations, this directory focuses on human services programs such as child welfare, food programs, and volunteer services. Indexes are included along with up to ten recent grants listed for each entry.

58

*Grant Funding for Elderly Health Services.* Robert K. Jenkins, ed. Wall Township, NJ: Health Resources Publishing, 1993. 85 pp.

A list of foundation and research grants for elderly healthcare projects is included in this directory.

59

*Grants for Aging.* New York, NY: The Foundation Center, October 1994. Annual series. 100 pp.

*Grants for Aging* includes a list of grants for advocacy and legal rights, housing, health and medical care, and social research.

60

*Grants for Alcohol & Drug Abuse.* New York, NY: The Foundation Center, October 1994. 77 pp.

The guide presents foundation giving for all phases of substance abuse programming. Grants for counseling, education, treatment, prevention, research, and residential care are highlighted.

61

*Grants for Children and Youth.* New York NY: The Foundation Center, October 1994. 451 pp.

Grants to support neonatal care, services for abused children, adolescent pregnancy prevention, and youth centers are featured in this directory.

62

*Grants for Health Programs for Children and Youth.* New York, NY: The Foundation Center, October 1994. 147 pp.

The Foundation Center has produced this directory to funding sources for grants to hospitals and health care facilities, social service agencies, and education institutions. Grants can be used for research, program development, general operating support, education programs, treatment of alcohol and drug abuse, pregnancy, and handicapped children.

63

*Grants for Hospitals, Medical Care & Research.* New York, NY: The Foundation Center, October 1994. 353 pp.

The guide highlights foundations which have recently awarded grants to hospitals, health care facilities, social services agencies, and educational institutions.

64

*Grants for Mental Health, Addictions, and Crisis Services.* New York, NY: The Foundation Center, October 1994. 153 pp.

Grants to hospitals, health centers, residential treatment facilities, mental health associations and group homes are targeted. Funds are categorized for addiction prevention and treatment, hotline/crisis intervention services, and for public education.

65

*Grants for Minorities.* New York, NY: The Foundation Center, October 1994. 324 pp.

Ethnic groups and minorities such as Native Americans, African Americans, and Hispanics are the subject of this foundation directory.

66

*Grants for Physically and Mentally Disabled.* New York, NY: The Foundation Center, October 1994. 169 pp.

Grants listed in this directory are targeted for hospitals and primary care facilities for education, medical and dental care, and diagnosis and evaluation.

67

*Grants for Public Health & Diseases.* New York, NY: The Foundation Center, October 1994. 172 pp.

This resource presents an extensive listing of public health grants. Examples of programs funded include AIDS, cancer, birth defects, genetic diseases, allergies, and nerve, muscle and bone diseases.

68

*Grants for Women and Girls.* New York, NY: The Foundation Center, October 1994. 234 pp.

Grants for health programs, pregnancy programs, education, and prevention are listed in this foundation directory.

69

*Health Funding Options for Rural Communities.* Mary Walker. Austin, TX: Center for Rural Health Initiatives, 1993. 177 pp.

Although specifically geared for the communities and organizations in the state of Texas, this guide includes profiles of federal, state, and foundation programs for rural areas, specifically in the area of health.

70

*Health Funds Development Letter.* Wall Township, NJ: Health Resources Publishing. Monthly series.

Supplying the latest news on federal, foundation and corporate grants for health, this monthly newsletter supplies current information on changes and additions in foundation funding interests and priorities. Profiles of major health funding foundations and corporations are included, along with an overview of the health funding scene.

71

*Health Funds Grants Resources Yearbook,* 6th ed. Wall Township, NJ: Health Resources Publishing, 1994. 365 pp.

This publication provides information on the health grant priorities of major foundations, corporations, and the federal government, including trends in health care giving. Assistance to the grantseeker is provided through planning charts and worksheets. A section on "community-rural health" is included.

72

*Healthcare Philanthropy Report.* Alexandria, VA: Capitol Publications, Inc. Monthly series.

Covering the latest strategies in planned and annual giving of health care fundraising, the *Healthcare Philanthropy Report* includes new sources of corporate and foundation grants, and case studies of successful health care fundraising.

73

*Mental Health News Alert.* Silver Spring, MD: CD Publications. Bi-weekly series.

This newsletter includes reports on the news affecting mental health services, including model programs, updates on managed care opportunities, and the latest on health care reform. The latest details on federal and private grants for mental health programs will also be provided.

74

*National Guide to Funding in Aging.* C. Edward Murphy, editor. New York, NY: The Foundation Center. Biennial series.

Devoted totally to funding options for the aging, this directory lists over 1000 foundations targeting programs for the elderly. Grant descriptions include address, targeted program information, and the amount of money awarded for each program.

75

*National Guide to Funding in Health.* S. Olson, R. Kovacs, editors. New York, NY: The Foundation Center. Biennial series. NAL Call No.: RA410.53.N37.

The *National Guide* describes over 2,500 foundations involved in grantmaking to hospitals, community health organizations, universities, and research institutes. In addition to general program data, grant descriptions are also provided for many of the foundations listed.

76

*Substance Abuse Funding News.* Silver Spring, MD: CD Publications. Bi-weekly series.

This newsletter, published twice monthly, provides detailed coverage of private and federal funding opportunities nationwide for alcohol and substance abuse programs.

## **Additional Sources for Private Funding**

### **Annual Reports**

According to The Foundation Center, over 800 of the nation's 29,000 foundations publish annual reports. These reports represent the most complete, up to date, information published about foundations. Grantseekers interested in obtaining these reports should contact the foundations directly. When requesting these reports, they should also ask to be placed on the foundation's mailing list. This will increase their likelihood of receiving materials related to upcoming grants.

### **State Attorney General's Office**

Another source of information on private funders is the State Attorney General's office. By law, each foundation and charitable trust is required to submit an annual tax return outlining their assets and grants awarded for the year. These returns are particularly helpful when researching small organizations who may not publish separate, annual reports.

### **Local Libraries**

Perhaps the best, and often overlooked, resource for grantseekers is the local public library. As previously mentioned, more than 100 U.S. libraries participate in The Foundation Center's extensive library network. These libraries maintain many of the funding sourcebooks listed in this publication.

Many local and regional libraries also maintain reference collections on community foundations. State funding directories, foundation annual reports, and local newspaper files (e.g., newspaper clippings or magazine articles) are a few examples of resource materials available from some of these libraries.



### III. RELATED ORGANIZATIONS

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#### Federal Agencies/Information Centers

Federal agencies provide useful funding information through their grant offices, information centers, and published announcements. A selected list of agencies and information centers is provided below, along with a brief description of their activities relating to rural health.

**Administration on Aging (AOA)**  
330 Independence Avenue, SW  
Washington, DC 20201  
202-619-1827 (Nutrition)  
202-619-0441 (Discretionary Funds)  
202-619-2957 (Indian Specific)

AOA funds a variety of research and training grants aimed at improving the quality of life and services for older Americans, including those living in rural areas. AOA's major research areas include nutrition, Indian populations, and discretionary programs focusing on diseases of older Americans.

**Agency for Health Care Policy and Research (AHCPR)**  
Center for General Health Services Extramural Research  
Suite 502  
Executive Office Center  
2101 East Jefferson Street  
Rockville, MD 20852  
301-594-1349

AHCPR's purpose is to enhance the quality, appropriateness, and effectiveness of health care services and to improve access to that care. As part of their extramural research program, they fund research investigating the delivery of health services in rural areas. A mailing list is maintained by the AHCPR staff for dissemination of new grant announcements.

**Appalachian Regional Commission (ARC)**  
1666 Connecticut Avenue, NW  
Washington, DC 20235  
202-884-7799

ARC funds the construction and operation of primary health care facilities in Appalachian states through their "Appalachian 202 Health Programs." ARC also supports the recruitment of health professions into designated Health Professional Shortage Areas located within the Appalachian states including: AL, KY, MD, NC, NY, OH, PA, SC, TN, VA, and WV.

**CDC National AIDS Clearinghouse (NAC)**  
P.O. Box 6003  
Rockville, MD 20849-6003  
1-800-458-5231  
1-800-243-7012 (TTY/TDD)

NAC maintains an extensive database of information on both public and private funding sources which support community-based HIV/AIDS services. Specific funding information accessible through the database includes application processes, deadlines, and eligibility requirements.

**Centers for Disease Control (CDC)**  
Grants Management Branch  
255 East Paces Ferry Road  
Room 300  
Atlanta, GA 30305  
404-332-4561

CDC's Grant Information Service provides taped messages on grants which address HIV infection, injury control, Lyme disease, cancer and tuberculosis. Application kits are available to interested callers. The service is available 24 hours a day, seven days a week.

**Rural Housing and Community Development Service**

[formerly Farmers Home Administration (FmHA)]  
U. S. Department of Agriculture  
14th Street and Independence Avenue, SW  
Washington, DC 20250  
202-720-1490

RHCDS provides affordable, low-interest loans to rural communities in need of expansion or construction of public facilities, such as fire stations, hospitals, and clinics.

**Health Care Financing Administration (HCFA)**

200 Independence Avenue, SW, Room 314-G  
Washington, DC 20201  
202-690-6726

HCFA is responsible for administering the Medicare/Medicaid programs of the federal government. HCFA funds a small number of research and demonstration programs. One of its current grant programs, the Rural Hospital Transition Grant Program, supports small hospitals in adapting to the changing patterns of rural health service delivery. HCFA is also funding a limited number of telemedicine research and demonstration projects. In addition, this agency is available to inform local medical practices of their eligibility for special federal reimbursement programs such as Rural Health Clinics and Federally Qualified Health Centers.

**Health Resources and Services Administration (HRSA)**

Parklawn Building, 5600 Fishers Lane  
Rockville, MD 20857  
301-443-0835 (Office of Rural Health Policy)  
301-443-2320 (Bureau of Primary Health Care)  
301-443-5794 (Bureau of Health Professions)  
301-443-2170 (Maternal and Child Health Bureau)  
301-443-1994 (Bureau of Health Resources Development)

HRSA has leadership responsibility for general health service and resource issues relating to access, equity, quality, and cost of care. It funds a variety of programs supporting primary care (e.g., community and migrant health centers), maternal and child health activities, health professionals training, rural health outreach, special populations, and health resources development.

**Indian Health Service (IHS)**

Office of Health Program Research and Development  
7900 South J. Stock Road  
Tucson, AZ 85746-9352  
602-295-2498

IHS coordinates the funding activities for projects examining the health status of American Indians and Native Americans. A variety of projects are funded by IHS which study the behavioral, biomedical, and epidemiologic aspects of disease in this population.

**National Center on Child Abuse and Neglect (NCCAN)**

Clearinghouse on Child Abuse and Neglect Information  
P.O. Box 1182  
Washington, DC 20013-1182  
1-800-394-3366  
703-385-7565 (Washington, DC Metro)

NCCAN, located within the Administration on Children, Youth and Families (ACYF), DHHS, publishes a variety of information relating to funding programs for child abuse, neglect and family violence. One of their publications, *Guide to Funding Resources for Child Abuse and Neglect and Family Violence Programs*, highlights major sources of federal and private funding for child welfare programs.

**National Clearinghouse for Alcohol and Drug Information (NCADI)**

P.O. Box 2345  
Rockville, MD 20852  
1-800-729-6686

NCADI provides information and application kits for grants administered by the Substance Abuse and Mental Health Services Administration (SAMHSA), and it provides grant information for the National Institute on Drug Abuse (NIDA), and the National Institute on Alcoholism and Alcohol Abuse (NIAAA).

**National Institute on Aging (NIA)**  
Behavioral and Social Research Program  
7201 Wisconsin Avenue, Gateway Building  
Suite 533, MSC 9205  
Bethesda, MD 20892  
301-496-3136 (Behavioral and Social Research Program)  
301-496-6761 (Geriatrics Program)

NIA focuses on the health of older Americans and supports research activities examining the health and aging process among older, rural populations.

**National Institute of Mental Health (NIMH)**  
Office of Rural Mental Health Research (ORMHR)  
5600 Fishers Lane, Room 10C-06  
Rockville, MD 20857  
301-443-4233

ORMHR coordinates the National Institute of Mental Health's research activities aimed at improving and strengthening the quality of mental health services delivered to rural Americans.

**National Institute of Occupational Health and Safety (NIOSH)**  
Centers for Disease Control, PHS, DHHS  
1600 Clifton Road  
Building 1, Room 3053, Mailstop D30  
Atlanta, GA 30333  
404-639-3343

NIOSH conducts research and demonstration grants relating to occupational safety and health problems, including those problems which result from the agricultural environment (e.g., noise-induced loss of hearing).

**Office of Minority Health**  
Office of Minority Health Resource Center (OMH-RC), P.O. Box 37337  
Washington, DC 20013-7337  
1-800-444-6472

OMH-RC provides information on a variety of minority-related funding projects supported by the Office of Minority Health, DHHS, through their toll-free information line and Grants Fact Sheet Series. Information about technical assistance programs (e.g., grants writing workshops) is also maintained by the Center.

**Occupational Safety and Health Administration (OSHA)**  
Employment and Training Administration  
Department of Labor  
Room S-2315  
200 Constitution Avenue, NW  
Washington, DC 20210  
202-219-7162

Through several of their employment and training programs, OSHA offers financial support to migrant and seasonal workers and Native Americans for basic health services.

#### **Public Health Service (PHS) Regional Offices**

Ten regional PHS offices provide information and assistance on federal grant programs. For some programs (e.g., the National Health Service Corps or Community and Migrant Health Centers), they are the best first contact within the PHS. A complete list of these offices is included in Appendix B.

**Rural Community Assistance Program (RCAP)**  
National Office  
602 South King Street, No. 402  
Leesburg, VA 22075  
703-771-8636

RCAP represents a national network of nonprofit organizations supported primarily through federal agencies. Funding information and technical assistance is available for rural communities concerned with safe drinking water and sanitary waste disposal, as well as the problems of environmental health of migrants, Native Americans, and isolated rural populations.

**Rural Utilities Services**  
(formerly Rural Electrification Administration (REA))  
U. S. Department of Agriculture  
Rural Economic Development Coordinator  
USDA  
14th Street and Independence Avenue, SW  
Washington, DC 20250-1500  
202-720-0410

Grants and zero-interest loans are available through (RUS) to electric or telephone cooperatives who, in turn, re-loan these funds to qualified applicants. REA has a new grant program supporting the installation of telecommunications technology for rural health and education.

**Rural Information Center Health Service (RICHS)**

A part of the Rural Information Center (RIC)  
U. S. Department of Agriculture  
National Agricultural Library, Room 304  
Beltsville, MD 20705  
1-800-633-7701

RICHS is funded by the Federal Office of Rural Health Policy, DHHS, and provides information on public and private funding resources. Contact RICHS through the toll-free information line available Monday through Friday; 8:00 a.m. to 4:30 p.m. Eastern Time, or through the Internet at [ric@nalusda.gov](mailto:ric@nalusda.gov). Specific grants and foundation programs are announced on the National Agricultural Library's Internet gopher and electronic bulletin board ALF (Agricultural Library Forum). See the section on Electronic Resources (page 30) for access information.

**Rural Transportation Assistance Program (RTAP)**

National Resource Center  
1440 New York Ave. N.W.  
Suite 440  
Washington, DC 20005  
1-800-527-8279

RTAP, a unit of the Urban Mass Transportation Administration, disseminates funding information on rural and specialized transportation programs supported by the U.S. Departments of Transportation, Health and Human Services, and Agriculture. Both technical assistance and program information can be obtained from the clearinghouse.

Aside from the grantmakers themselves, a variety of other organizations are involved in the funding process either through information dissemination or advocacy for a particular funding area. A selected list of these organizations is presented below.

**The Foundation Center**  
79 Fifth Avenue  
New York, NY 10003  
212-620-4230  
1-800-424-9836

The Foundation Center operates as an independent service organization established to provide a single authoritative source of information on philanthropic giving. The Center also publishes a variety of books and directories on the subject of private funding and provides a comprehensive and up-to-date database, *The Foundation Directory*, on foundations and corporate giving programs. Information from the database is available electronically through custom searching and online services. The Foundation Center maintains two national libraries, two regional libraries, and over 100 cooperative collections nationwide.

**The Grantsmanship Center**  
P.O. Box 17220  
Los Angeles, CA 90017  
213-482-9860

The Grantsmanship Center conducts extensive training and educational seminars on grantseeking, proposal writing, and funding. The Center also maintains an extensive reference collection on funding and proposal writing, and publishes a free newsletter, the *Grantsmanship Center Magazine*.

**The Taft Group**  
12300 Twinbrook Parkway  
Suite 520  
Rockville, MD 20852-9830  
301-816-0210  
1-800-877-TAFT

The Taft Group researches and publishes information on fundraising and non-profit management as well as produces a variety of sourcebooks outlining the giving of both corporations and private foundations. Many of their publications are described in this guide.

**National Network of Grantmakers**  
666 Broadway  
Room 520  
New York, NY 10012

The National Network of Grantmakers is comprised of individuals involved in corporate, independent, and governmental grant programs as well as representatives from non-profits. The Network concerns itself with the establishment of "... a communications link for sharing information and ideas on grantmaking...." It also publishes a variety of literature on grantmaking, grantseeking, and funding.

**Grantmakers in Health**  
1130 Connecticut Avenue, N.W.  
Suite 700  
Washington, DC 20036  
202-452-8331

Grantmakers in Health operates as an educational organization serving grantmakers. Its mission is to help grantmakers "... study the issues and develop a forward-looking response to the changing health care system."

**Funders Concerned About AIDS**  
130 West 42nd Street, Suite 801  
New York, NY 10036  
212-573-5533

This organization acts as an advocacy group on behalf of other funders involved in AIDS giving. It maintains a mission of "... advancing the philanthropic response to the HIV pandemic."

**Grantmakers Concerned About Alcohol and Drug Abuse**

309 East Douglas Street  
Wichita, KS 67202  
316-262-7676

This group of grantmakers examines the issues relating to drug and alcohol abuse and discusses ways of addressing them.

**Grantmakers for Children and Youth**

Suite 300  
1828 L Street, NW  
Washington, DC 20036  
202-466-6512

This organization provides a communication network for grantmakers to exchange ideas and improve program funding for children and youth.

## IV. ELECTRONIC FUNDING RESOURCES

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### Electronic Resources

With the recent emphasis and expansion of electronic resources, grant information is becoming available through various Internet resources and other bulletin boards and services.

#### Electronic Access to RICHS funding bulletins

RICHS maintains two bulletins updated bi-weekly dealing with funding issues: Rural Health Grants and Rural Health Foundations. The rural health grants bulletin highlights recent federal programs that have new deadlines for previously established programs, or announcements of new programs. Many federal sources such as the *Federal Register* and *NIH Guide for Grants and Contracts* are used to produce this bulletin. The foundations bulletin contains a list of new funding programs relevant to rural health sponsored by various foundations and a master list of foundations that support rural health projects. This list is divided into the following sections: National, Regional, and State Foundations (see Appendix C for a list of these foundations).

RICHS bulletins can be accessed through 3 different services:

1. National Agricultural Library Gopher

gopher gopher.nalusda.gov

2. ALF (electronic bulletin board of the National Agricultural Library)

(301) 504-6510

3. FedWorld

telnet fedworld.gov (or 192.239.93.3)

See pages 59-60 for additional connection information to these services.

### Electronic Databases

1. Catalog of Federal Domestic Assistance

An online version of the *Catalog* (#1) can be accessed through the Federal Assistance Programs Retrieval Systems (FAPRS). This fee-based electronic bulletin board search and retrieval system is administered by the General Services Administration. An annual subscription to FAPRS costs \$50.00 and includes unlimited usage, free 800 dial-up service, and free connect time. For more information on FAPRS, contact: General Services Administration, Federal Domestic Assistance Catalog Staff, 300 7th Street SW, Ground Floor, Reporters Building, Washington, DC 20407, or call 202-708-5126.

## 2. DIRLINE (Directory of Information Resources Online)

DIRLINE, a database produced by the National Library of Medicine, is a directory of over 16,000 resources providing information services. DIRLINE focuses primarily on health and biomedical information resources including organizations, government agencies, information centers, academic and research institutions, foundations, and corporations. Records contain resource names, publications, and holdings. DIRLINE is available through direct connection to National Library of Medicine databases (MEDLARS), or through Grateful Med (a software package to access the MEDLARS databases). There is a charge to use this database. For more information, contact: MEDLARS Management Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, MD 20894, 1-800-638-8480.

## 3. DIALOG databases

Several of the print resources listed in the previous sections, *Commerce Business Daily* (#2), *Federal Register* (#3), *The Foundation Directory* (#36), and *The Foundation Grants Index* (#42) are also available electronically through the DIALOG Information Retrieval Service. DIALOG provides online retrieval of over 450 databases covering a wide range of subject areas. Information retrieval on DIALOG is available through private, fee-based, subscription, or public access (e.g., large public or academic libraries). For more information about DIALOG's services, contact:

DIALOG Information Services, Inc.  
Knight-Ridder Information, Inc.  
2440 El Camino Real  
Mountain View, CA 94040  
1-800-3-DIALOG  
415-858-3785

### Commerce Business Daily (DIALOG Files CBDMENU, 194, and 195)

File CBDMENU provides easy menu access to CBD information including contract awards, business news, and research and development sources sought. File 195 is updated daily and contains full text records. Daily updates remain in file 195 for sixty to ninety days, then the oldest month of material is transferred to the backfile, file 194.

### Federal Register (DIALOG Files 669 and 136)

This database is the fulltext equivalent of the Federal Register and is updated daily. File 669 contains the full text, 1988 to the present. File 136, Federal Register Abstracts, provides comprehensive coverage of proposed regulations and compliance requirements. This database is updated weekly and contains records from 1977 to the present.

### Foundation Directory (DIALOG File 26)

The Foundation Directory database contains the same information as the print source, with the added capability of keyword searching. The file is updated with an annual reload of the current year's data.

### Foundation Grants Index (DIALOG File 27)

This database includes the online equivalent of the directory; it is useful in determining types and amounts of grants awards. Approximately 20,000 new grants are added to the file each year. The database is updated quarterly and contains records since 1973.



## Grants (DIALOG File 85)

The Grants database, produced by Oryx Press, lists thousands of federal, state, and local grants and scholarships. Each entry includes full description, contact information, and money available. Subject areas include health, building grants, grants for women only, etc. This database is the electronic version of the following print sources: *Directory of Research Grants*, *Directory of Biomedical and Health Care Grants*, and *Directory of Grants in the Humanities*.

The Rural Information Center Health Service also provides complimentary DIALOG searches for grantseekers in rural areas. For more information about these searches, contact RICHS at 1-800-633-7701.

## Internet Funding Resources

Many funding resources are now made available through different access points on the Internet. The most useful tool for finding grant information is gopher. Gopher is a menu driven system that allows access to files, other gophers, and other systems. In your Internet system, type the bolded address information. This command should connect you to the main menu of the gopher.

### 1. NIH Guide to Grants and Contracts

This weekly publication is available through the Internet from a variety of sources. Access to this guide contains a table of contents listing for each issue and full-text Request for Applications (RFA) and Request for Proposals (RFP) from the past 4 years. To access the *NIH Guide for Grants and Contracts*, type **gopher gopher.nih.gov**. From the main menu, select Grants and Research Information, then choose the NIH Guide for Grants and Contracts.

### 2. Catalog of Federal Domestic Assistance

In addition to the print resource and the online version, the FAPRS database is also loaded on several university gophers around the United States. This database allows keyword searching of the database and is free of charge when used through the Internet. To access the online version of FAPRS, use one of the following gophers:

**gopher gopher.uidaho.edu**

Choose: Science, Research, and Grant Information / Grant Information

**gopher gopher.rtd.utk.edu**

Choose: Research and Funding Information / Federal Government Information

### 3. GrantsNet

GrantsNet is a new gopher being developed by the Department of Health and Human Services. This pilot project is an online grant information service that will serve the general public, grantee organizations, and government grant-making agencies. GrantsNet contains: an online information reference service using gopher server technology, and an interactive mailing list service which groups subscribers with common interests into computer-

managed mailing lists for sharing of information and dialogue on a given subject. GrantsNet also provides a yellow-page style directory of granting offices, grants management staff, and grant program personnel. For additional information, contact Suzanne M. Neill at 202-690-5731. To access GrantsNet, type `gopher gopher.os.dhhs.gov`. Choose DHHS Resources by Topic from the main menu, then GrantsNet.

#### **4. Federal Register**

Although full-text access to the *Federal Register* is not offered free-of-charge, there are a few sites that allow partial access to this database. Partial access includes the following information: agency, deadlines, financial information, and a summary of the full text. Keyword search is the most helpful means of finding the grant program information needed. Type: `gopher gopher.counterpoint.com` and choose United States Federal Register. (No outside access is granted to the *Commerce Business Daily* or the *Code of Federal Regulations*.) Another option is: `gopher marvel.loc.gov`. This command will connect you to the gopher at the Library of Congress. From this menu, choose Government Information, Federal Information Resources, Information by Branch of Federal Government, General Information Resources, then Federal Register.

#### **5. A Grant Getter's Guide to the Internet: A Brief Summary of Available Federal Grant Information and Where to Find It**

James M. Kearney, University of Idaho, is the author of a brief synopsis of grant information found on the Internet. He divides the subject area into federal grant information, other education resources, and a guide to guides. This excellent resource, published in May, 1994, navigates the user to a variety of useful grantseeking tools including the National Science Foundation, education resources, and general Internet user guides. To access this resource, type `gopher gopher.uidaho.edu`, choose Science, Research and Grant Information, then Grant Information. This resource is also located on menus at several other gophers.

#### **6. Gophers with excellent funding resources**

Many gophers, especially those based at universities, have collected a variety of resources dealing with funding and grantseeking. The following four gophers highlight many different files and databases that can be found on the Internet. This list is by no means complete. Many other gophers contain funding information.

##### **a. Gopher at the University of Idaho**

Type: `gopher gopher.uidaho.edu`

Choose: Science, Research, and Grant Information / Grant Information

Contains: "A Grant Getter's Guide to the Internet", Catalog of Federal Domestic Assistance, Federal Register, FedWorld access, Library of Congress gopher access, NIH gopher access, and others.

##### **b. Gopher at the University of Southern California**

Type: `gopher cwis.usc.edu`

Choose: Library and Research Information / Research Information / Grants and Funding Opportunities

Contains: A section on Corporate and Foundation Funding, which includes examples of Writing Effective Proposals, Foundation Funding in Seven Easy Steps, and Eight Great Steps to Getting Corporate Support.

c. **Gopher at the University of Tennessee at Knoxville**

Type: **gopher gopher.rtd.utk.edu**

Choose: **Research and Funding Information / Federal Government Information**

Contains: **Catalog of Federal Domestic Assistance, GrantsNet, the gopher from the U.S. Department of Health and Human Services, Federal Register and Commerce Business Daily (limited access), and NIH Gopher access.**

d. **Gopher at Rice University**

Type: **gopher riceinfo.rice.edu**

Choose: **Information by Subject Area / Grants, Scholarships, and Funding**

Contains: **Federal Register, NIH Guide to Grants and Contracts, the NSF Bulletin, Commerce Business Daily, Catalog of Federal Domestic Assistance, and access to FedWorld.**

**7. World Wide Web**

The Foundation Center has introduced a new web server offering online users a free information service that provides resources helpful in the grantseeking process. Currently, information is included on the Foundation Center's resources and services, issues of a philanthropy news digest, and basic guidance on how to research funding opportunities.

<http://fdncenter.org/>

## V. HEALTH PROFESSIONAL SCHOLARSHIPS AND EDUCATION FUNDING

While many federal and foundation grants are used to support health-related programs, some programs also support educational activities through scholarships and other programs. The following pages include resources useful in retrieving scholarship and loan information.

### FEDERAL RESOURCES

#### Catalog of Federal Domestic Assistance

The *Catalog of Federal Domestic Assistance* lists financial support for various health education programs including nursing, medicine, allied health, and the National Health Service Corps. Most federal grants and loans are distributed via colleges and universities. It is therefore necessary to check with the Financial Aid office of an institution for available loans and grants.

#### Federal Agencies

The Bureau of Health Professions, part of the Health Resources and Services Administration, U.S. Department of Health and Human Services, has several offices that offer scholarship assistance.

Division of Medicine, Room 4C-25	301-443-6190
Division of Nursing, Room 9-35	301-443-5786
Disadvantaged Assistance Program, Room 8A-09	301-443-2100
Health Education Assistance Loan Branch, Room 8-29	301-443-1540
Student Assistance Division, Rm. 8-48	301-443-1173

Write to:  
Health Resources Services Administration  
Bureau of Health Professions  
(See above for office and room number)  
5600 Fishers Lane  
Rockville, MD 20857

#### Other federal offices to contact:

Div. of National Health Service Corps Bureau of Primary Health Care Health Resources and Services Admin. 4350 East-West Highway, 8th Floor Bethesda, MD 20814 1-800-221-9393 301-594-4130	Division of Scholarships and Loan Repayments Bureau of Primary Health Care 10th Floor 4350 East-West Highway Bethesda, MD 20814 301-594-4370	Scholarship Program Division of Health Professionals Recruitment and Training Indian Health Service Twinbrook Metro Plaza Bldg 12300 Twinbrook Parkway Rockville, MD 20852 301-443-6197
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#### State Information

Most states have a Health Professionals Loan Repayment Program in operation. For information on these programs, contact your state Office of Rural Health (see Appendix A for contact information) or state Department of Health.

**Publications/Directories**

While many of these publications can be obtained directly from the publisher, check with a public library or a university library for additional scholarship directories such as those for a specific subject area or a specific state.

77

*Financial Aids for Minorities in Allied Health.* Garrett Park, MD: Garrett Park Press, 1989.

Geared to minorities, this publication includes a listing of individual awards and general programs offered for graduate or professional study. A list of resources includes private organizations, foundations, federal and state governments, colleges, and universities.

78

*Graduate Medical Education Directory.* Chicago, IL: American Medical Association. Annual series.

A publication of the American Medical Association, this directory highlights the various programs around the United States for the different specialty areas of graduate medical education.

79

*Grants for Medical and Professional Health Education.* New York, NY: The Foundation Center, October 1994. 83 pp.

This directory highlights grants to graduate/professional schools of medicine, dentistry, nursing and public health. Funds for general support, faculty development, scholarships and fellowships, student loans, symposiums, and conferences are also included.

80

*Grants for Scholarships, Student Aid, and Loans.* New York, NY: The Foundation Center, October 1994. 124 pp.

This general guide focuses on scholarships and student aid provided by undergraduate colleges and universities, medical and dental schools, and nursing schools.

81

*Grants Register 1993-1995.* Lisa Williams, ed. New York: St. Martin's Press, Inc., 1992. 813 pp.

A listing of scholarships, fellowships, research grants, project grants, and other professional awards are included in this directory of federal and private funding.

82

*Nursing Education: Enrolling in a College or University.* Washington, DC: American Nurses Association, 1986.

*Nursing Education* answers the questions of potential nursing students: how to obtain financial aid and the types of scholarships available to nursing students.

83

*The Scholarship Book: The Complete Guide to Private-Sector Scholarships, Grants, and Loans for Undergraduates.* D. J. Cassidy. 4th ed. Englewood Cliffs, NJ: Prentice Hall, 1993.

While not totally devoted to health-related scholarships, this book contains a variety of organizations who will award money for scholarships, including companies and other subject-oriented organizations. A listing of other scholarship guides is located at the end of this resource.

84

*Scholarships and Loans for Nursing Education.* New York: National League for Nursing. Annual Series.

A publication of the National League for Nursing, this directory targets various programs for nursing education: fellowships, grants, traineeships, loans, and special awards.

37

85

*Scholarships, Fellowships, and Loans.* Rockville, MD: The Taft Group. Annual series.

This annual series provides detailed descriptions of over 3,300 scholarships, fellowships, grants, work study programs, and internships for both graduate and undergraduate studies. Private and federal government programs are both included.

86

*Winning Scholarships for College: An Insider's Guide.* Ragins, Marianne. New York: Seaver Books, 1994.

This how-to-guide gives pointers and other ideas for finding scholarships and other monetary awards to attend a university or college.

## VI. RECOMMENDED READING

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87

"Annotated Bibliography: Grant Writing." J. Parker, N. Seaby, and N. Hoffart. *AANA Journal*. Vol. 20(1), February 1993. pp. 63-66, 95.

This article, geared to nursing research funding, includes information on research proposal development and other aspects of grant writing. The annotation for each item includes a full citation, a brief summary, and a categorization of the content level.

88

*Developing Resource Alternatives: Grantwriting, Fundraising, and Foundation Development*. Grand Forks, ND: UND Center for Rural Health, University of North Dakota School of Medicine, 1993. 22 pp.

Alternative financial strategies for rural providers, including an overview of the grant process, location of grant sources, fundamentals of fundraising, and foundation development, are explored in this publication. A listing of North Dakota foundations and other national foundations are included.

89

*Discover Total Resources-A Guide for Nonprofits*. Pittsburgh, PA: Mellon Bank Corporation, 1991.

This is a comprehensive guide which allows nonprofit organizations to assess the degree to which they are utilizing available community resources through a resource development guide and a foundation directory listing according to preferred grant category.

90

"Elements of Grantsmanship: the Process - the Art." J. A. Kelley and J.T. Gay. *Nursing and Health Care*, Vol. 11(7), 1990, pp. 346-352.

An excellent overview of grantsmanship is explained in this journal article, along with techniques necessary for a successful grant: imagination and a

methodical approach. This guide provides excellent introductory information to the novice and adds new perspectives to grant writing for those more experienced.

91

*Federal Yellow Book*. M. Forschler, editor. New York: Leadership Directories. Quarterly Series.

This who's who directory of federal departments and agencies lists staff by agency, department and division. A contact person with a telephone number is listed for each division. A personnel index is located in the back of the directory.

92

*Foundation Center's Guide to Proposal Writing*. New York, NY: The Foundation Center, August 1993. 191 pp.

Pre-proposal planning, grantmaker guidance, and preparation of the actual grant proposal are covered in this instructional manual. The guide takes the reader throughout the entire grant process, including candid tips from grantmakers themselves.

93

*The Foundation Center's User-Friendly Guide: A Grantseeker's Guide to Resources*. Sarah Collins and Charlotte Dion, editors. 3rd ed. New York, NY: The Foundation Center, March 1994. 40 pp.

Answers to the most common grantseeking questions are answered in this guide geared for the funding novice. Topics covered include: securing tax exemption, searching for potential funders, using online services to gather data, and writing grant proposals.

94

*Foundation Fundamentals*. Mitchell F. Nauffts, editor. 5th edition. New York, NY: The Foundation Center, June 1994. 222 pp.

This manual outlines the basic procedures of grant applications with emphasis on using research skills to choose receptive funders. It includes a bibliography for research into legal guidelines for nonprofits, proposal preparation, corporate giving, and other fundraising topics and charts and worksheets to help manage a fundraising program.

95

*From Idea to Funded Project: Grant Proposals that Work.* J. C. Belcher and J. M. Jacoben. Phoenix, AZ: Oryx Press, 1992. 144 p. NAL Call No.: LB2336.B43.

Creativity and development of ideas is a crucial part of the grant process. This guide discusses how individuals and institutions can be creative in finding funding resources. The section on basic resources includes budget information, worksheets and sample government forms.

96

*"Fundraising: Local Efforts with High Potential."* Richard L. Ludtke. From series, *Organizing Communities for Change: A Guide for Action.* Fargo, ND: Lutheran Health Systems, 1990. 9 pp. (distributed by the UND Center for Rural Health) NAL Call No.: RA771.5.073.

ARCH, The Affordable Coalition for Rural Health, staff has written a guide on fundraising tips for communities. Strategies for writing a grant application, ideas for finding additional funding sources, and ideas for creative fundraising events are included.

97

*Getting Funded: A Complete Guide to Proposal Writing.* M.S. Hall. Portland, OR: Continuing Education Press, 1988. 206 pp.

The fundraising proposal and process is the subject of this thorough step-by-step guide.

98

*Grant Seekers Guide.* J. R. Shellow and N. C. Stella, editors. National Network of Grantmakers (U.S.). 3rd revised edition. Wakefield, RI: Moyer Bell, 1989. 859 pp. (distributed by Publishers Group West).

*Grant Seekers Guide* discusses the various aspects of the grant process: management, tax-exempt status, foundation targeting, economic development, and a list of national, regional, and local grantmakers.

99

*Grant Writing: A Hand's On Approach.* Rockville, MD: The Taft Group, 1993.

A new software tool incorporates formatting grant proposals with a step-by-step grant writing process. Eight proposal elements include: introduction, social problem statement, project objectives, methods/work plan, evaluation methods, future funding plans, budget and project timeline include checklists, tutorial screens, and fill-in-the-blank templates. A printed manual accompanies the software.

100

*GrantWrite: A Step-by-Step System for Writing Grant Proposals that Win.* Alexandria, VA: Capitol Publications, Inc., 1993.

This easy-to-use software package, based on the book *Writing Grant Proposals That Win*, provides guidance for each section of a grant proposal, explaining its purpose and providing proposal examples. The software is compatible with Macintosh and DOS-based PCs. All instructions appear on screen as well as in a comprehensive user manual.

101

*Grants for Nonprofit Organizations: A Guide to Funding and Grant Writing.* E. G. Gilpatrick. New York, NY: Praeger Publishers, 1989. 202 pp. (distributed by Greenwood Publishing Group, Inc.) NAL Call No.: HG177.G56.

Designed for the grant writing professional, this guide serves as a course in grantwriting. Chapters are divided into the various stages of the grantwriting process: basic components of the proposal, funding significance, evaluation design, future funding projects, and budget examples. The author uses a series of examples to take the reader through these steps.



102

*Grantsmanship: A Model for Success.* K. Berthold and L. Krenelka. Grand Forks, ND: Berthold and Krenelka, 1991. 210 pp. (distributed by the UND Center for Rural Health).

Focusing on rural health issues, this funding resource guides the user through the funding process.

103

"Grantsmanship: A Process." Karen Berthold, Lynette Krenelka. From series, *Organizing Communities for Change: A Guide for Action.* Fargo, ND: Lutheran Health Systems, 1990. 32 pp. (distributed by the UND Center for Rural Health) NAL Call No.: RA771.5.073.

Another publication by ARCH, Affordable Coalition for Rural Health, staff details the grantsmanship process, from proposal planning to proposal development. Examples of many details in this process are used to assist the grantwriter. A proposed budget plan and follow-up activities are discussed.

104

*Guide to Funding Resources.* Melanie Gardner. Rural Information Center Publications Series. Beltsville, MD: The National Agricultural Library, The Rural Information Center, 1994. 40 pp.

This publication is a compilation of information from both government and private sources on funding opportunities available to rural areas. Resources cited in this resource include directories, catalogs, guides, newsletters, computer database services and cover areas such as available grants and funding, information on the grant-seeking process, and tips for proposal writing.

105

*Helpful Hints on Preparing a Research Grant Application to the National Institutes of Health.* U. S. Department of Health and Human Services, Public Health Service, Grants Management Branch, Division of Grants and Contracts. Washington, DC: Government Printing Office, 1993. 12 pp. (distributed by the Office of Grants Information, NIH).

Originating from the grants office at NIH, this grant guide specifically focuses on the grant writing process needed to successfully submit a grant application to the National Institutes of Health.

106

*The How To Grants Manual.* D. G. Bauer. 2nd edition. Phoenix, AZ: Oryx, 1988. 229 pp. NAL Call No.: HG177.B37.

Preparation for writing a grant proposal is the key factor to a successful grant application. This guidebook describes how to prepare for a grant search through a needs assessment and community support. Also, information on government funding and private foundations is included through checklists and lists of research tools.

107

*How to Write Proposals that Produce.* J. P. Bowman, B. P. Branchaw. Phoenix, AZ: Oryx Press, 1992. 236 pp.

Written for individuals and professionals involved in the grantmaking process, *How to Write Proposals that Produce* offers a "strategy for success" for any proposal development process. Steps include targeting the audience and writing the grant, including examples and guidelines.

108

"Ingredients of a Successful Grant Application to the National Institutes of Health." S. L. Gordon. *Journal of Orthopaedic Research*, Vol. 7(1), 1989, pp 138-141.

Specifically geared to the medical researcher, this article is a step-by-step guide through the research grant application process for NIH. Helpful hints are given to achieve a successful grant proposal.

109

*Locating Resources for Healthy People 2000 Health Promotion Projects.* U. S. Department of Health and Human Services, Public Health Service, Office of Disease Prevention and Health Promotion. Washington, DC: Government Printing Office, 1991. 46 pp. (distributed by the Office of Disease Prevention and Health Promotion).

The *Healthy People 2000* supplement lists various sources of funding for health promotion projects: private organizations, public agencies, and other information resources. A sample grant application for the Public Health Service is also included.

110

*Models for Success: A Look at Grant-Winning Proposals.* Alexandria, VA: Capitol Publications, Inc. 1990.

In one volume, the grantseeker gets a first-hand look at a collection of winning grant proposals addressing drug abuse, AIDS, rehabilitation and other current priorities. The original grant competition announcements are included with the winning grantees responses.

111

"A Practical Approach to Writing Successful Grant Proposals." *Nurse Practitioner*. Vol. 16(11), November 1991. pp. 51, 55-56.

A methodical approach to grantwriting for health care services is the subject of this journal article. Steps for writing the grant, such as exploration of resources, identifying funding sources, and planning of the proposal writing are included. This article provides practical information on commonly needed documents, characteristics of successful proposals and sources of information on funding.

112

"The Process of Grantsmanship." *News-Views*. (Chevy Chase, MD: National Association of Extension 4-H Agents.) Vol. 44(4), October 1991. pp. 10-11. NAL Call No:S533.F66N42.

This two page article on grantwriting features helpful tips on the grant process: knowing the institution and its needs, decision making, proposal development, and communication skills.

113

*Proposal Preparation.* Rodney D. Stewart and Ann L. Stewart. 2nd edition. New York, NY: John Wiley and Sons, Inc., 1992. 353 pp. NAL Call No.: HF5718.S85.

Although not written specifically for grant proposals, *Proposal Preparation* is a manual on how to organize winning proposals. A do's and don'ts list, along with sample proposals for federal grants, add to the overall proposal writing process.

114

"Sources and Means of Acquiring Grant Support for Selected Projects." J. Frels. *AANA Journal*, Vol. 60(4), August 1992. pp. 362-364.

Topics discussed in this journal article include: the grant-writing technique; means of identifying potential sources of funding such as federal agencies, corporations, and foundations; and list of publications that will serve as sources of information for the novice fund-seeker.

115

"Ten Steps to Successful Grant Writing." D. Richards. *Journal of Nursing Administration*, Vol. 20(1), January 1990. pp. 20-23.

Since major changes in the allocation of health care funds have occurred, the grant writer needs to be more skilled in the art of grant writing. This step-by-step approach to grant writing is useful for the beginner, but it also adds a list of common grant-writing mistakes for the experienced grant writer.

116

*Where the Money Is: A Fund Raiser's Guide to the Rich.* 2nd ed. Helen Bergan. Alexandria, VA: BioGuide Press, 1992.

*Where the Money Is* is a definitive guide to donor research. This book explains how to locate wealthy individuals, discover a person's financial net worth, find research corporations and executives willing to fund projects, use computer technology for prospect research, and utilize library resources.

117

*Who Gets Grants? Who Gives Grants? Nonprofit Organizations and the Foundation Grants They Received.* 2nd ed. New York: The Foundation Center, April 1994. 1469 pp.

This directory helps the grant seeker conduct funding research such as targeting funders of specific nonprofits, finding grantmakers that target a specific geographical location, and scanning through grants awarded within a certain field. Over 18,400 nonprofit organizations are listed along with 54,400 new grants.

118

*Winning Federal Grants: A Guide to the Government's Grant-Making Process.* Alexandria, VA: Capitol Publishing, Inc. 1994.

Learn how the federal government is structured and what areas its agencies fund. Many practical tools, including a list of federal agencies and their grant-making offices are also included along with a sample federal application form and a resource appendix.

119

*Winning Grant Proposals.* Rockville, MD: The Taft Group, 1993. 160 pp.

The use of eleven successful proposal applications that were funded by major foundations offers the grantseeker examples of funding proposals. A chapter on the common element that contributed to the proposals' success is added for additional guidance in the grant writing process.

120

"Winning the Run for the Money. Knowing the Art of Grantsmanship Puts Administrators on the Inside Track." K. Smith. *Health Progress*, Vol. 70(1), 1989, pp. 54-56.

Written for the hospital administrator, this guide to funding describes the funding process, the use of foundations for possible money, and a description of the different types of funding agencies and the amount of work needed to achieve success.

121

*Writing Grant Proposals That Win!* Alexandria, VA: Capitol Publications, Inc., 1992.

This step-by-step book demonstrates the assembling of a winning grant proposal, the condensing of an entire proposal into a brief but compelling abstract, and the description of project dissemination and

continuation plans. A copy of an actual proposal that won a federal grant is included, along with a professional's critique of the proposal itself.

122

"Writing Successful Grant Proposals." D.K. Schnitzer. *School Foodservices Journal*, Vol. 48(1), January 1994, pp. 57-58, 60.

This brief introduction to grant writing covers tactics for finding funding opportunities, proposal submission ideas, and a list of funding directories and other publications.

123

"Writing the Grant Proposal." L. Freis. *AANA Journal*, Vol. 61(1), 1993, pp. 32-35.

This article provides information that will assist the grantseeker in writing a grant application. Methods of initial contact with the funding agency are discussed, as are suggestions for drafting the appointment letter and the letter of inquiry.

## VII. FUNDING GLOSSARY

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The following list highlights some of the more common words and phrases used in the field of grantmaking.

**Application procedures** -- set of instructions issued by funders outlining the steps necessary for proposal review (e.g., submission deadlines, letter of intent, contact person, mail address). These guidelines vary somewhat among the different funding organizations.

**Block grants** -- grants in which a "block" of federal money is issued to a state or local government for the purpose of funding-related programs, such as those supporting preventive health services. States receiving the money may appropriate the funds based on the needs of their communities.

**Community foundation** -- foundation involved in grant giving within a specific community or region.

**Contract** -- a binding agreement used to procure specified services.

**Cooperative Agreement** -- an agreement between a funding agency and grantee which extends to the funder some degree of programmatic control. Cooperative agreements are often used by the government to conduct extramural clinical trials.

**Corporate foundation** -- foundation which receives contributions from a profit-making entity, such as a corporation. Many foundations fund programs which directly impact communities located near their company operations.

**Demonstration project** -- a project, usually experimental in nature, designed to "demonstrate" a particular idea or hypothesis.

**Demonstration grant** -- funds used to underwrite a feasibility study.

**Form 990-PF** -- information statement submitted by foundations which outlines their assets and annual giving. This form is submitted to the State Attorney General's office and is made available for public review.

**Formula grants** -- grants awarded by federal or state agencies based on a formula or criterion prescribed in legislation or regulations.

**Grant** -- monetary award or direct assistance in support of a pre-determined program or research activity.

**Grantsmanship** -- the process of identifying funds and the steps involved in obtaining them.

**In-kind support** -- nonmonetary contributions made by the grantee representing such items as equipment, supplies, services or technical expertise.

**Letter of intent/inquiry** -- initial contact with a funder outlining the proposed project or plan. A more detailed description of the project is often requested if the initial proposal is "accepted."

**Matching funds** -- monies which accompany or "match" the funder's contribution. These funds can come from either the grantee or a third party.

**OMB Circular** -- the Federal Office of Management and Budget's management guidelines for grant recipients. Circular A-110: grant rules for the administration of federal grants to nonprofits; Circular A-122: explanation of nonprofits allocation of expenses to grant programs; Circular A-87: state and local governments allocation of expenses to grant programs.

**Program officer/contact** -- representative of the funding office/agency who is responsible for some, or all, components of the grant's administration.

**Project grants** -- grants issued by the federal government to support individual projects in accordance with legislation. They provide the funding agency with discretion in selecting the project, grantee, and amount of award.

**Proposal** -- A written plan submitted to potential funders. The proposal usually addresses the program's goals, objectives, methods, budget, and evaluation.

**Private foundation** -- foundation which receives income from an individual, family, or group of individuals. Funding priorities of private foundations are usually based on the personal philosophies of the founding members (i.e., health care for all people).

**Request for application (RFA)** -- announcement inviting proposals for a specified contract in support of a particular project or service.

**Request for proposal (RFP)** -- announcement inviting proposals for a specified type of grant.

**Seed money** -- "start up" money used to support a new project or venture. This money is used for such purposes as salaries and operating expenses.

**Solicited proposal** -- a grantseeker's response to a request for a proposal issued by a funding organization.

**Technical assistance** -- nonmonetary support in the form of skilled aid and support, which often develops long-term solutions to problems instead of a short-term answer.

**Unsolicited proposal** -- a proposal which originates from the grantseeking organization. Some funding organizations do not allow unsolicited proposals.

## VIII. PUBLISHERS' CONTACT INFORMATION

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**American Medical Association**  
c/o Order Department, P.O. Box 7046  
Dover, DE 19903-7046  
1-800-621-8335

**American Nurses Association**  
600 Maryland Ave. SW, Suite 100 West  
Washington, DC 20024-2571  
1-800-637-0323

**Arcade Publishing, Inc.**  
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New York, NY 10010  
212-475-2633

**Associated Grantmakers of Massachusetts**  
294 Washington Street  
Boston, MA 02108  
617-426-2606

**Association of Baltimore Area Grantmakers**  
2 East Read St., Ninth Floor  
Baltimore, MD 20212  
401-727-1205

**Attorney General's Office (Maryland)**  
7 N. Calvert Street  
Baltimore, MD 21202  
410-576-6300

**Attorney General's Office (Ohio)**  
101 East Town Street, 4th Floor  
Columbus, OH 43215-5148  
614-466-3180

**BioGuide Press**  
P.O. Box 16072-C  
Alexandria, VA 22302  
703-820-9045

**Birmingham Public Library**  
2100 Park Place  
Birmingham, AL 35203  
205-226-3600

**R.R. Bowker**  
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**Caldwell Public Library**  
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**California State Library Foundation**  
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**CD Publications**  
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1-800-666-6380

**Center for Rural Health Initiatives**  
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Austin, TX 78767-1708  
512-479-8891

**The Chronicle of Philanthropy**  
1255 Twenty-Third Street, NW, Suite 775  
Washington, DC 20037  
202-466-1032

**Community Resource Center, Inc.**  
1245 East Colfax Avenue, Suite 205  
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**CPG Enterprises**

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**DATA (Development and Technical Assistance Center)**

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**Datarex Corporation**

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317-630-5200

**Junior League of Denver**  
6300 East Yale Avenue  
Denver, CO 80222  
303-692-0270

**Junior League of Phoenix**  
P.O. Box 10377  
Phoenix, AZ 85064  
602-234-3388

**Laramie County Community College**  
1400 E. College Drive  
Cheyenne, WY 82007-3299  
307-778-1206

**Leadership Directories**  
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New York, NY 10011  
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**Littman Associates**  
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Belle Meade, NJ 08502  
609-359-2215

**Marquette University Memorial Library**  
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Milwaukee, WI 53233  
414-288-1515

**Mellon Bank Corporation**  
Community Affairs Division  
Room 1830  
One Mellon Bank Center  
Pittsburgh, PA 15258-0001  
412-234-2732

**Minnesota Council of Foundations**  
800 Baker Building  
706 2nd Avenue South  
Minneapolis, MN 55402  
612-338-1989

**MR and Co.**  
P.O. Box 9223  
Cincinnati, OH 45209  
513-793-4919

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**APPENDIX A**  
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Bureau of Planning and Resource Development  
Alabama Department of Public Health  
434 Monroe Street  
Montgomery, AL 36130-3017  
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- **ALASKA**  
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Alaska Center for Rural Health  
4280 Geist Road, P.O. Box 81710  
Fairbanks, AK 99708-1710  
907-474-6020, Fax 907-474-6739
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Family & Community Medicine  
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4815 W. Markham Street, Slot #22  
Little Rock, AR 72205  
501-661-2375, Fax 501-280-4706
- **CALIFORNIA**  
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California Department of Health Services  
714 P Street, Room 550  
Sacramento, CA 95814  
916-657-0425, Fax 916-654-5900
- **COLORADO**  
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Colorado Rural Health Resource Center  
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Denver, CO 80203-1604  
303-832-7493, Fax 303-832-7496
- **CONNECTICUT**  
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Department of Public Health and Addiction  
Services  
999 Asylum Avenue, Third Floor  
Hartford, CT 06105  
203-566-7628, ext. 440, Fax 203-566-6055
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Delaware Division of Public Health  
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Dover, DE 19903  
302-739-4787, Fax 302-739-6659
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Rehabilitative Services  
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Fax 904-922-9321
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2 Peachtree Street, 6th Floor Annex  
Atlanta, GA 30303  
404-657-6620, Fax 404-657-6624
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1250 Punchbowl Street, Room 340  
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Springfield, IL 62761  
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1330 West Michigan Street, Room 416  
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Indianapolis, IN 46206-1964  
317-383-6685, Fax 317-383-6779
- **IOWA**  
Director  
Center for Rural Health and Primary Care  
Iowa Department of Public Health  
Fourth Floor Lucas Building  
Des Moines, IA 50319-0075  
515-242-6385, Fax 515-281-4958
- **KANSAS**  
Director  
Bureau of Local and Rural Health Systems  
Kansas Department of Health and Environment  
Landon State Office Building  
900 S.W. Jackson, Room 1051  
Topeka, KS 66612-1290  
913-296-1200, Fax 913-296-1231
- **KENTUCKY**  
Coordinator  
Commonwealth Office of Rural Health  
University of Kentucky  
100 Airport Gardens Road, Suite 10  
Hazard, KY 41701  
606-439-3557, Fax 606-436-8833
- **LOUISIANA**  
Director  
Rural Health Program Office  
Louisiana Department of Health & Hospitals  
1201 Capitol Access Road  
P.O. Box 1349  
Baton Rouge, LA 70821-1349  
504-342-1276, Fax 504-342-5839
- **MAINE**  
Director  
Office of Rural Health  
Division of Health Planning & Development  
Maine Department of Human Services  
35 Anthony Avenue  
State House Station #11  
Augusta, ME 04333-0011  
207-624-5424, Fax 207-624-5431
- **MARYLAND**  
Director  
Office of Rural Health  
Maryland Department of Health and Mental Hygiene  
201 West Preston Street, Room 225  
Baltimore, MD 21201  
410-225-5942, Fax 410-333-5409
- **MASSACHUSETTS**  
Program Director  
Office of Rural Health  
Bureau of Family and Community Health  
Massachusetts Department of Public Health  
150 Tremont Street, 4th Floor  
Boston, MA 02111  
617-727-3372, Fax 617-727-0880
- **MICHIGAN**  
Director  
Center for Rural Health, C 219 Fee Hall  
Michigan State University  
East Lansing, MI 48824-1316  
517-432-1066, Fax 517-432-0007
- **MINNESOTA**  
Director  
Office of Rural Health and Primary Care  
Minnesota Department of Health  
Metro Square Building  
121 East 7th Place, Suite 400  
P.O. Box 64975  
St. Paul, MN 55164-0975  
612-282-5601, Fax 612-282-5628

- **MISSISSIPPI**  
Director  
Office of Rural Health  
Mississippi State Department of Health  
2423 N. State Street, P.O. Box 1700  
Jackson, MS 39215-1700  
601-960-7874, Fax 601-960-7748
- **MISSOURI**  
Chief  
Office of Rural Health  
Bureau of Primary Care  
Missouri Department of Health  
2014 Williams Street  
Jefferson City, MO 65109  
314-751-6219, Fax 314-751-5350
- **MONTANA**  
Director  
Office of Rural Health  
Montana Area Health Education Center  
Montana State University, 333 Culbertson Hall  
Bozeman, MT 59717  
406-994-6001, Fax 406-994-6993
- **NEBRASKA**  
Director  
Office of Rural Health  
Division of Health Policy  
Nebraska Department of Health  
301 Contental Mall S.  
P.O. Box 95007  
Lincoln, NE 68509-5007  
402-471-2337, Fax 402-471-0383
- **NEVADA**  
Director  
Office of Rural Health  
School of Medicine  
University of Nevada  
Mackay Science Building  
Room 201, Mail Stop 150  
Reno, NV 89557-0046  
702-784-4841, Fax 702-784-4544
- **NEW HAMPSHIRE**  
Director  
Office of Rural Health  
Division of Public Health Services  
Health and Welfare Building  
6 Hazen Drive  
Concord, NH 03301  
603-271-4638, Fax 603-271-3745
- **NEW JERSEY**  
Director  
Office of Rural Health  
Health Research and Educational Trust  
New Jersey Hospital Association  
760 Alexander Road  
Princeton, NJ 08543  
609-275-4126, Fax 609-275-4100
- **NEW MEXICO**  
Director  
Office of Rural Health  
Community Health Systems Division  
New Mexico Department of Health  
1190 St. Francis Drive  
P.O. Box 26110  
Santa Fe, NM 87502-6110  
505-827-2509, Fax 505-827-0294
- **NEW YORK**  
Director  
Office of Rural Health, Bureau of Health  
Planning and Policy Development  
New York Department of Health  
Empire State Plaza, Corning Tower, Room 1656  
Albany, NY 12237  
518-474-5565, Fax 518-473-6195
- **NORTH CAROLINA**  
Director  
Office of Rural Health & Resource Development  
North Carolina Department of Human Resources  
311 Ashe Avenue  
Raleigh, NC 27606  
919-733-2040, Fax 919-733-8300
- **NORTH DAKOTA**  
Director  
UND Center for Rural Health  
University of North Dakota  
School of Medicine  
501 North Columbia Road, P.O. Box 9037  
Grand Forks, ND 58202-9037  
701-777-3848, Fax 701-777-2389
- **OHIO**  
Chief  
Office of Rural Health  
Office of Primary Care and Rural Health  
Ohio Department of Health  
246 North High Street, Box 110  
Columbus, OH 43266-0118  
614-644-8508, Fax 614-644-8526

• **OKLAHOMA**

Director  
Office of Rural Health  
Oklahoma Department of Health  
1000 Northeast Tenth Street  
Oklahoma City, OK 73117-1299  
405-271-8427, Fax 405-271-1225

• **OREGON**

Director  
Office of Rural Health  
Oregon Health Sciences University  
3181 S.W. Sam Jackson Park Road, ORH4  
Portland, OR 97201-3098  
503-494-4450, Fax 503-494-4798

• **PENNSYLVANIA**

Director  
Office of Rural Health  
Department of Agricultural Economics and Rural  
Sociology  
The Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802  
814-863-8214, Fax 814-865-3746

• **RHODE ISLAND**

Director  
Office of Rural Health  
Rhode Island Department of Health  
3 Capitol Hill, 403 Cannon Building  
Providence, RI 02908-5097  
401-277-1171, Fax 401-861-5751

• **SOUTH CAROLINA**

Director  
South Carolina Office of Rural Health  
1331 Elmwood Avenue  
Suite 160  
Columbia, SC 29201  
803-771-2810, Fax 803-771-4213

• **SOUTH DAKOTA**

Director  
Office of Rural Health  
USD Health Science Center  
1400 West 22nd Street  
Sioux Falls, SD 57105-1570  
605-357-1508, Fax 605-357-1510

• **TENNESSEE**

Director  
Office of Rural Health  
Tennessee Department of Health  
11th Floor - Tenn Tower  
312 8th Avenue North  
Nashville, TN 37247-5410  
615-741-7308, Fax 615-741-1063

• **TEXAS**

Executive Director  
Center for Rural Health Initiatives  
P.O. Box 1708  
Austin, TX 78767-1708  
512-479-8891, Fax 512-479-8898

• **UTAH**

Director  
Bureau of Primary Care and Rural Health  
Systems  
Division of Health Care Resources  
Utah Department of Health  
288 North 1460 West  
P.O. Box 16990  
Salt Lake City, UT 84116-0990  
801-538-6113, Fax 801-538-6387

• **VERMONT**

Director  
Office of Rural Health  
Vermont Department of Health  
108 Cherry Street  
P.O. Box 70  
Burlington, VT 05402  
802-863-7606, Fax 802-865-7701

• **VIRGINIA**

Director  
Center for Rural Health  
Virginia Department of Health  
1500 East Main Street, Room 213  
Richmond, VA 23219  
804-786-6970, Fax 804-371-0116

• **WASHINGTON**

Director  
Statewide Office of Rural Health  
Washington State Department of Health  
2725 NW Harrison Avenue, Suite 500  
Olympia, WA 98504-7834  
206-705-6770, Fax 206-705-6706

- **WEST VIRGINIA**

Director  
Office of Rural Health Policy  
Bureau of Public Health  
West Virginia Department of Health  
1411 Virginia Street, East  
Charleston, WV 25301  
304-558-1327, Fax 304-558-1437

- **WISCONSIN**

Director  
Office of Rural Health  
University of Wisconsin Medical School  
740 WARF, 610 Walnut St.  
Madison, WI 53705  
608-265-3608, Fax 608-263-6394

- **WYOMING**

Director  
Office of Rural Health  
Department of Health  
1st Floor Hathaway Building, Rm. 117  
Cheyenne, WY 82002  
307-777-6918, Fax 307-777-7439

**APPENDIX B**  
**PHS Regional Offices for Financial Assistance Information**

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- **Region I**  
John F. Kennedy Federal Building  
Government Center  
Boston, MA 02203  
617-565-1500  
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
- **Region II**  
Jacob K. Javits Federal Building  
26 Federal Plaza  
New York, NY 10278  
212-264-4600  
(New York, New Jersey, Puerto Rico, Virgin Islands)
- **Region III**  
3535 Market Street  
P.O. Box 13716  
Philadelphia PA 19101  
215-596-6492  
(Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)
- **Region IV**  
101 Marietta Tower, Suite 1515  
Atlanta, GA 30323  
404-331-2442  
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
- **Region V**  
105 West Adams Street, 23rd Floor  
Chicago, Illinois 60603  
312-353-5160  
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
- **Region VI**  
1200 Main Tower Building, Room 1100  
Dallas, Texas 75202  
214-767-3301  
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
- **Region VII**  
601 East 12th Street, Room 210  
Kansas City, Missouri 64106  
816-426-2821  
(Iowa, Kansas, Missouri, Nebraska)
- **Region VIII**  
Room 1185, Federal Building  
1961 Stout Street  
Denver, Colorado 80294-3538  
303-844-3372  
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
- **Region IX**  
Federal Office Building  
50 United Nations Plaza  
Room 431  
San Francisco, CA 94102  
415-556-6746  
(American Samoa, Arizona, California, Guam, Hawaii, Nevada)
- **Region X**  
Blanchard Plaza Building  
2201 Sixth Avenue, RX-01  
Seattle, Washington 98121  
206-615-2010  
(Alaska, Idaho, Oregon, Washington)

**APPENDIX C**  
**Selected Foundations Contributing to Rural Health Projects**

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The following list represents selected national, regional, and state foundations which support grantmaking activities in the field of rural health. This list does not include local foundations which fund health projects in their own communities. For more information on local foundations, contact your public library.

**NATIONAL**

**The Edna McConnell Clark Foundation**  
Program Director  
250 Park Avenue, #900  
New York, NY 10177  
212-551-9100

**The Ford Foundation**  
320 East 43rd Street  
New York, NY 10017  
212-573-5000

**The William T. Grant Foundation**  
Beatrix Hamburg  
President  
515 Madison Avenue  
New York, NY 10022-5403  
212-752-0071

**William Randolph Hearst Foundation**  
Robert Frehse, Jr.  
Executive Director  
888 Seventh Avenue  
45th Floor  
New York, NY 10106  
212-586-5404  
(Applicants east of the Mississippi)

Thomas Eastham  
Western Director  
90 New Montgomery Street, Suite 1212  
San Francisco, CA 94105-4504  
415-543-0400

**Robert Wood Johnson Foundation**  
Edward H. Robbins  
Proposal Manager  
P.O. Box 2316  
Princeton, NJ 08543-2316  
609-452-8701

**Henry J. Kaiser Family Foundation**  
Grants Manager  
2400 Sand Hill Road  
Menlo Park, CA 94025  
415-854-9400

**W.K. Kellogg Foundation**  
Manager of Grant Proposals  
1 Michigan Avenue East  
Battle Creek, MI 49017-4058  
616-968-1611

**The Kresge Foundation**  
John E. Marshall III  
President  
3215 West Big Beaver Road  
P.O. Box 3151  
Troy, MI 48007-3151  
810-643-9630

**The March of Dimes Defects Foundation**  
Dr. Michael Katz, Grants Administration  
1275 Mamaroneck Avenue  
White Plains, NY 10605  
914-428-7100

**The Pew Charitable Trusts**  
1 Commerce Square  
2005 Market Street, #1700  
Philadelphia, PA 19103  
215-575-9050

**The Public Welfare Foundation**  
Larry Kressley  
Executive Director  
2600 Virginia Avenue, NW  
Suite 505  
Washington, DC, 20037-1977  
202-965-1800



**The Retirement Research Foundation**  
8765 West Higgins Road, Suite 401  
Chicago, IL 60631-4170  
312-714-8080

**Fannie E. Rippel Foundation**  
Edward W. Probert, President  
180 Mt. Airy Road #200  
Basking Ridge, NJ 07920-2021  
908-766-0404

## **REGIONAL**

**Bush Foundation**  
E-900 First National Bank Building  
332 Minnesota Street  
Saint Paul, MN 55101  
612-227-0891  
(Minnesota, North Dakota, South Dakota, and Wisconsin)

**Jessie B. Cox Charitable Trust**  
Michealle Larkins  
Foundation Assistant  
c/o Grants Management Associates  
230 Congress Street  
Boston, MA 02110  
617-426-7172  
(New England States)

**The Duke Endowment**  
Executive Director  
100 North Tryon Street, #3500  
Charlotte, NC 28202  
704-376-0291  
(North and South Carolina only)

**M.J. Murdock Charitable Trust**  
Ford A. Anderson, II  
Executive Director  
P.O. Box 1618  
Vancouver, WA 98668  
206-694-8415  
(Pacific Northwest States)

**Northwest Area Foundation**  
First National Bank Building #E1201  
332 Minnesota Street  
St. Paul, MN 55101-1373  
612-224-9635  
(Minnesota, Iowa, North Dakota, South Dakota, Montana, Idaho, Washington, and Oregon)

**Otto Bremer Foundation**  
445 Minnesota Street, #2000  
St. Paul, MN 55101  
612-227-8036  
(Minnesota, North Dakota and Wisconsin)

**The Stuart Foundations**  
177 Stewart Street, #420  
San Francisco, CA 94105  
415-495-1144  
(California and Washington)

**The US West Foundation**  
Larry J. Nash  
Director of Administration  
7800 East Orchard Road  
Suite 300  
Englewood, CO 80111  
303-793-6661  
(AZ, CO, IA, ID, MN, MT, ND, NE, NM, SD, OR, UT, WA, and WY)

## **STATE**

**Blandin Foundation**  
100 North Pokegama Avenue  
Grand Rapids, MN 55774  
218-326-0523  
(Minnesota only)

**Boettcher Foundation**  
600 17th Street, #2210 South  
Denver, CO 80202  
303-534-1937  
(Colorado only)

**Kathleen Price and Joseph M. Bryan Family Foundation**  
Executive Director  
One North Pointe, Suite 170  
3101 North Elm Street  
Greensboro, NC 27408  
(910) 288-5455  
(North Carolina only)

**The Colorado Trust**  
Mae Brooks, Grants Administrator  
The Colorado Trust Building  
1600 Sherman Street  
Denver, CO 80203-1604  
303-837-1200  
(Colorado only)

**Adolph Coors Foundation**

Linda Tafoya  
Executive Director  
3773 Chevy Creek N. Drive, #955  
Denver, CO 80209  
303-388-1636  
(Colorado only)

**George S. and Dolores Dore Eccles Foundation**

David P. Gardner  
Desert Building  
79 South Main Street, 12th Floor  
Salt Lake City, UT 84111  
801-350-5336  
(Utah only)

**The Flinn Foundation**

3300 North Central Avenue  
Suite 2300  
Phoenix, AZ 85012  
602-274-9000  
(Arizona only)

**The Meadows Foundation**

Bruce Esterline  
Executive Vice President and Grants Administrator  
Wilson Historic Block  
3003 Swiss Avenue  
Dallas, TX 75204-6090  
214-826-9431  
(Texas only)

**Presbyterian Health Foundation**

711 Stanton Young Boulevard  
Suite 604  
Oklahoma City, OK 73104  
405-271-8150  
(Oklahoma only)

**Kate B. Reynolds Charitable Trust**

128 Reynolda Village  
Winston-Salem, NC 27106-5123  
910-723-1456  
(North Carolina only)

**The Sid W. Richardson Foundation**

Mr. Valleau Wilkie, Jr.  
Executive Director  
309 Main Street  
Fort Worth, TX 76102  
817-336-0494  
(Texas only)

**Sierra Health Foundation**

1321 Garden Highway  
Sacramento, CA 95833  
916-922-4755  
(northern California only)

**The United Methodist Health Ministry Fund**

1803 Landon  
P.O. Box 1384  
Hutchinson, KS 67504-1384  
316-662-8586  
(Kansas only)

**ELECTRONIC ACCESS TO RURAL HEALTH RESOURCES:  
RURAL INFORMATION CENTER HEALTH SERVICE (RICHS)**

Rural health resources are available electronically. These resources may be accessed through the Internet or an electronic bulletin board. The types of rural health information include:

- *Federal Funding*
- *Publications*
- *Foundation Programs*
- *Upcoming Conferences*
- *Newsletters*
- *RICHS Services*
- *And More*

**INTERNET ACCESS**

**GOPHER:** The National Agricultural Library (NAL) provides a gopher, a menu-driven system, for locating information on the Internet. To connect to the NAL gopher, at your system prompt:

- TYPE: gopher gopher.nalusda.gov
- SELECT: NAL Information Centers
- SELECT: Rural Information Center (RIC)/RIC Health Service (RICHS)
- SELECT: Rural Information Center Health Service (RICHS)
- Select files to view

**FEDWORLD:** ALF (electronic bulletin board) is accessible through Internet by following these steps:

- TYPE: telnet fedworld.gov (or 192.239.93.3) ; register on FEDWORLD
- SELECT: Utilities
- SELECT: Gateway
- SELECT: Government Systems/Databases
- SELECT: ALF

*FOLLOW DIRECTIONS FOR USING ALF ON THE REVERSE SIDE OF THIS SHEET.*

## ALF (Agricultural Library Forum) ELECTRONIC BULLETIN BOARD

NAL provides an electronic bulletin board called ALF. RIC and RICHS maintain a conference (section) on ALF which includes rural health and rural development information. ALF is available 24 hours a day, seven days a week. There is no subscription or usage fee other than the telecommunications charges.

### TO ACCESS ALF:

- You must have a computer, a modem, and communications software.
- Telephone numbers: (301) 504-6510 ; 504-5111 ; 504-5496 ; 504-5497.
- Software settings: data bits 8 ; stop bit 1 ; parity none ; duplex full.

### AS A FIRST TIME USER:

- The system will ask a series of questions to complete your registration.
- Several questions pertain to the use of graphics, color and highlighting. If unsure of your options, answer *None* or *No* to avoid screen irregularities.

### FOR RURAL INFORMATION:

- The system will ask users if they want to see messages, new files and bulletins, which will be primarily agricultural in nature. To go directly to the rural information, answer *NO* or *NONE* or *QUIT* to these questions.
- At the main menu, select [J]oin Conferences. A list of conferences will display.
- Press *Enter* to see the end of the list, then type *RIC*, and press *Enter*.
- Once a user joins the RIC/RICHS conference, the system will ask users if they want to see messages, new files and bulletins. Answer *No* to get to the RIC/RICHS main menu.
- From the RIC/RICHS menu, select [B]ulletins.
- A list of available information will display as numbered bulletins.
- After selecting a bulletin number, the bulletin will be displayed on the screen. Other options include printing the

bulletin, or transferring (downloading) to your computer. Procedures for these depend upon your communication software.

- Additional rural files may be downloaded but not viewed on the screen; instructions for locating these files are included in bulletins and messages.

### SENDING MESSAGES:

- ALF includes a mail component to send and receive messages. To send a message, at the [M]ain menu, select [E]nter.
- To receive a message, select [R]ead.

### SHORT-CUT LOG ON:

- For subsequent connections to ALF, go directly to the desired conference. After the initial welcome screen to ALF, when the system asks for the "first name," respond all in *one line* by typing:

firstname lastname password lconference  
(example: Jane Smith bugsy Iric)

### HELP:

- For additional help, contact RIC/RICHS at 1-800-633-7701, Monday through Friday 8:00 am to 4:30 pm, Eastern time.
- A free ALF user manual, *Electronic Access to Rural Information*, available from RIC/RICHS, gives detailed explanations of registration procedures, menu options, message commands and file transfers.

Rev. 1/95 RICHS



## Document Delivery Services to Individuals

The National Agricultural Library (NAL) supplies agricultural materials not found elsewhere to other libraries.

Filing requests for materials readily available from other sources diverts NAL's resources and diminishes its ability to serve as a national source for agricultural and agriculturally related materials. Therefore, NAL is viewed as a library of last resort. Submit requests first to local or state library sources prior to sending to NAL. In the United States, possible sources are public libraries, land-grant university or other large research libraries within a state. In other countries submit requests through major university, national, or provincial institutions.

If the needed publications are not available from these sources, submit requests to NAL with a statement indicating their non-availability. Submit one request per page following the instructions for libraries below.

### NAL's Document Delivery Service Information for the Library

The following information is provided to assist your librarian in obtaining the required materials.

**Loan Service** — Materials in NAL's collection are loaned only to other U.S. libraries. Requests for loans are made through local public, academic, or special libraries.

The following materials are not available for loan: serials (except USDA serials); rare, reference, and reserve books; microforms; and proceedings of conferences or symposia. Photocopy or microform of non-circulating publications may be purchased as described below.

**Document Delivery Service** — Photocopies of articles are available for a fee. Make requests through local public, academic, or special libraries. The library will submit a separate interlibrary loan form for each article or item requested. If the citation is from an NAL database (CAIN/AGRICOLA, *Bibliography of Agriculture*, or the NAL Catalog) and the call number is given, put that call number in the proper block on the request form. Willingness to pay charges must be indicated on the form. Include compliance with copyright law or a statement that the article is for "research purposes only" on the interlibrary loan form or letter. Requests cannot be processed without these statements.

#### Charges:

- Photocopy, hard copy of microfilm and microfiche — \$5.00 for the first 10 pages or fraction copied from a single article or publication. \$3.00 for each additional 10 pages or fraction.
- Duplication of NAL-owned microfilm — \$10.00 per reel.
- Duplication of NAL-owned microfiche — \$ 5.00 for the first fiche and \$ .50 for each additional fiche per title.

**Billing** — Charges include postage and handling, and are subject to change. Invoices are issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161. Establishing a deposit account with NTIS is encouraged. **DO NOT SEND PREPAYMENT.**

#### Send Requests to:

USDA, National Agricultural Library  
Document Delivery Services Branch, PhotoLab  
10301 Baltimore Blvd., NAL Bldg.  
Beltsville, Maryland 20705-2351

Contact the Head, Document Delivery Services Branch in writing or by calling (301) 504-5755 with questions or comments about this policy.

## ELECTRONIC MAIL ACCESS FOR INTERLIBRARY LOAN (ILL) REQUESTS

The National Agricultural Library (NAL), Document Delivery Services Branch accepts ILL requests from libraries via several electronic services. All requests must comply with established routing and referral policies and procedures. The transmitting library will pay all fees incurred during the creation of requests and communication with NAL. A sample format for ILL requests is printed below along with a list of the required data/format elements.

**ELECTRONIC MAIL - (Sample form below)**

<u>SYSTEM</u>	<u>ADDRESS CODE</u>
INTERNET.....	LENDING@NALUSDA.GOV
EASYLINK.....	62031265
ONTYME.....	NAL/LB
TWX/TELEX.....	Number is 710-828-0506 NAL LEND. This number may only be used for ILL requests.
FTS2000.....	A12NALLEND
OCLC.....	NAL's symbol AGL need only be entered once, but it must be the last entry in the Lender string. Requests from USDA and Federal libraries may contain AGL anywhere in the Lender String.

### SAMPLE ELECTRONIC MAIL REQUEST

AG University/NAL/ ILLRQ 231 4/1/93 NEED BY: 6/1/93

Interlibrary Loan Department  
Agriculture University  
Heartland, IA 56789

Dr. Smith Faculty Ag School

Canadian Journal of Soil Science 1988 v 68(1): 17-27  
DeJong, R. Comparison of two soil-water models under semi-arid growing conditions  
Ver: AGRICOLA  
Remarks: Not available at IU or in region.  
NAL CA: 568 C162

Auth: C. Johnson ECL Maxcost: \$15.00

MORE

**TELEFACSIMILE** - Telephone number is 301-504-5675. NAL accepts ILL requests via telefacsimile. Requests should be created on standard ILL forms and then faxed to NAL. NAL does not fill requests via Fax at this time.

### REQUIRED DATA ELEMENTS/FORMAT

1. Borrower's address must be in block format with at least two blank lines above and below so form may be used in window envelopes.
2. Provide complete citation including verification, etc.
3. Provide authorizing official's name (request will be rejected if not included).
4. Include statement of copyright compliance if applicable.
5. Indicate willingness to pay applicable charges.
6. Include NAL call number if available.

Contact the Document Delivery Services Branch at (301) 504-6503 if additional information is required.

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Beltsville, Maryland 20705

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