1. Getting there:  http://www.libraries.rutgers.edu/indexes/fconline
2. If you are off-campus, sign in with your Net ID.
3. Power Search searches nine individual databases at once. Some are also free on the Foundation Center site: http://www.foundationcenter.org.
4. Use all the usual searcher’s tricks.
   a. Use quotes to search an exact phrase: “sea turtles”.
   b. Use AND to focus a search by using two concepts together: conferences AND higher education.
   c. Use * (asterisk) as a wild card: libraries and digit* (digital, digitization, digitizing, and so forth).
5. Use tabs on top to search the following individually:
   a. Search Grantmakers
   b. Search Companies (Companies that sponsor their own foundations.)
   c. Search Grants
   d. Search 990s (IRS returns for charities)
6. When index terms (like subject headings) are available, try those for more precise searching.
   a. If you are interested in New Jersey, also add the geographic focus index term for National; International. As long as foundations give inside the United States, New Jersey might be included.
   b. If you find one index term you like, keep looking. There might be even more useful terms.

Continued on other side.
7. You can scan quickly to find possible grantmakers using the Power Search, but
8. A better search might be by GRANTS

Here is a sample search:

1) Click on the GRANTS link.
2) Under FIELDS OF INTEREST, click on VIEW INDEX.
3) Begin to browse the list of FIELDS OF INTEREST. You can use the filter to search for common terms, such as "education". For this search, we will select two fields of interest, HIGHER EDUCATION and UNIVERSITY EDUCATION.
4) Pick a RECIPIENT LOCATION /MORE LOCATION OPTIONS.
5) For STATE/PROVINCE, click on VIEW INDEX.
6) Use "New" in the filter or click on N to find NEW JERSEY and click on it.
7) Type minority in the KEYWORD SEARCH.
8) Click on the SEARCH button.
9) Click on interesting-sounding grants to see what they were for--research, capacity building, seed money, whatever. Is this your sort of thing? Now check out the grantmakers to see if they are viable.
10) You can check off a list of grants and send the details to yourself by email. A productive scan in just a few minutes!
11) Now try different search terms to find even more grants and grantmakers.

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