Quick Guide to
Foundation Directory Online

*Foundation Directory Online* (FDO) is Foundation Center’s research tool to help nonprofits find the grantmakers most likely to fund their projects. It provides information and funding history for 140,000+ foundations, corporations, and federal agencies. Use FDO for free at 400+ locations, including the UNT Eagle Commons Library.

**LAUNCH FDO**

The Foundation Directory Online database is available to UNT faculty, staff, and students and to community members. The database is only accessible on campus, on the desktop computers at the Eagle Commons Library in Sycamore Hall. From any desktop computer in the Eagle Commons Library, access the UNT Libraries website via any web browser: [www.library.unt.edu](http://www.library.unt.edu). From the library homepage, click on the Databases tab in the central blue box. Perform a search in the topmost search box, with the database name, Foundation Directory Online. From the next page, select “Connect to Foundation Directory Online”.

![Database Search Interface](image)

**START YOUR SEARCH IN FDO**

1. **In the single search box, describe what you want to fund in everyday language.** The search box shows some examples. Try using your mission statement (or key phrases if you have a long mission statement), or words that describe who you’re serving, where they are, and what you’re doing for them.

2. **Click on Search or press Enter key.** FDO will choose search terms and return results from these categories that match your search criteria:
a. **Grantmakers**: Detailed profiles of foundations, companies, or government agencies that give grants. Includes funder’s giving interests, key staffers, how to apply, and typical grant size and recipient. Use this information to make the most out of your interactions with a funder.

b. **Grants**: Descriptions of past grants given for similar work.

c. **Recipients**: Organizations that do similar work. Click to their record to see who’s funded their efforts recently.

d. **990s**: Forms 990/990-PF from funders and recipients that mention similar projects.

3. **You can change the search criteria.** Scroll up to the search box, and click on “Advanced Search & Filters” or EDIT link near the right side of your screen. The gray box will expand to show the most popular search filters. Click on “Additional Filters” to see more search options. (Get a list of all field definitions: [bit.ly/FDODefinitions](http://bit.ly/FDODefinitions))

4. **To remove a search term**, click on the “x” next to it.

5. **To add other search terms**, start typing in the field. Matching term(s) will appear below. You’ll also see more or less specific search terms, which you also might try using.

---

![Search Criteria Example](image)

**EVALUATE YOUR RESULTS**

6. **Grantmaker results sort by number of grants each funder has given that match YOUR search criteria**. Click on VIEW ALL buttons to see full list of results for each category. Click on column headings to re-sort the list.

7. **Click on an organization name** to view its profile.

8. **Read the profile to see if it’s a good fit for your funding needs.**

   a. **Does this funder give grants for my subject?** Click on the purple Subject chart.
   
   b. **Does it give grants for the location I’m serving?** Click on the blue Map chart.
   
   c. **Does my grant amount fall in its dollar range?** Click on the green Grant Size chart.
   
   d. **Do we know anyone on its board or staff?** On the left, click on WHO’S WHO.
   
   e. **Do its giving limitations apply to me?** On the left, click on APPLICATIONS/RFPS.
SAVE YOUR RESULTS

9. **To save results outside of FDO:** When in view all mode, the search results page has a TOOLS box on the right, above the column headings. Click on the checkbox by a funder’s name, then download, print, or email them as a PDF file, or export them to Excel. You are limited to 25 full records or 100 results in a list.

You can also download, print, or email from individual profile pages.

HOW TO USE PATHWAYS

Pathways shows you which funders have given to organizations* like yours but are not giving to you. Start with your Organization Name, then add Subject or Location filters to get better results. Hover over a name, pathway, or colored bar to find out what information you’ll get with a click.

*Recipients with insufficient grants data will not appear in Pathways.
Foundation Center training resources

Learn how to find and write grants well with free classes, offered via the Foundation Center, in-person or online, live or recorded:

Introduction to Finding Grants
Introduction to Proposal Writing

Browse the Grantspace.org Calendar for more classes.

If you have questions or would like to schedule a time for one-on-one help using the database, please contact:

Jennifer Rowe

Jennifer.rowe@unt.edu

940-369-7815

Eagle Commons Library, Sycamore Hall

To sign up for our newsletter and be notified of Eagle Commons Library free training opportunities, email fundinginfo@unt.edu