



GRANTS OFFICE

Grants Office Funding Opportunity Report Order Cost: \$795 per report

Research request process:

- ◆ Fill out the Information Collection Tool as thoroughly as possible. The more complete and comprehensive information you can provide, the more targeted the research will be.
- ◆ Submit the completed Information Collection Tool to the Grants Office Helpdesk (see instructions below).
- ◆ Within 10 days of your request Grants Office will send you a research report cataloging the funding opportunities available.
- ◆ Review the research and share it with your colleagues. Contact the Grants Development Consultant that provided you with the report when you are ready to schedule a follow-up call.
- ◆ A Grants Development Consultant will attend a scheduled conference call with you and your colleagues to discuss their projects in greater depth, the funding opportunities available to them and the next steps in their grantseeking plan.

Helpdesk requests can be submitted via:

- ◆ **Email** - You may submit your research request via email to helpdesk@grantsoffice.com.
- ◆ **Hard copy** - A copy may be faxed to (585) 486-1096 or mailed to 510 Clinton Square, Rochester, NY 14604.
Please feel free contact the Helpdesk with questions at anytime by phone at (585) 473-1430, Option 2.

Billing Contact Information	
Name	
Address	
E-mail	
Grantseeker Information	
Organization	
Contact name & title	
Contact email	
Address	
City, state, & zip code	
County	
Phone	
Fax	
Web address	
Estimated project cost	
Does the project have the approval of the lead executive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently seeking or approved for funding for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you identified a grant writer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Project Overview

**What problems or opportunities are you seeking funding to address?
Please list in order and briefly describe their top three priorities.**

**How do you intend to use the grant funding to achieve this goal(s)?
(i.e. brief project description, actions to be taken, products to be secured)**