
THE NONPROFIT ORGANIZATION

Starting, Managing, Marketing,
and the Art of Grant Writing



“Big companies are small companies that succeeded” – Robert Townsend

“REAL GENEROSITY
TOWARD THE FUTURE
LIES IN GIVING ALL TO
THE PRESENT.”

Albert Camus

(French philosopher and writer 1913-1960)

Key: (DH) Dix Hills Building
(M) Melville Building

HOW TO FORM A NONPROFIT

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|---|------|
| Bangs, David H.
<i>Nonprofits Made Easy</i>
658.048 ENT (DH) | 2006 |
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<i>Starting a Nonprofit</i>
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| Grobman, Gary M.
<i>The Nonprofit Handbook Everything You Need to Start and Run Your Nonprofit Organization</i>
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| Mancuso, Anthony
<i>How to Form a Nonprofit Corporation</i>
658.048 MAN (DH) | 2009 |
| Runquist, Lisa
<i>The ABCs of Nonprofits</i>
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| Warda, Mark
<i>The Complete Nonprofit Corporation Kit</i>
658.048 WAR (DH) | 2007 |

WORKING WITH THE BOARD

Bowen, William G. 2008
***The Board Book: An Insider's Guide for Directors
 and Trustees***
 658.422 BOW (DH)

Clemons, Calvin K. 2008
The Perfect Board
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***Nonprofit Meetings, Minutes & Records: How to Run Your
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What is Corporate Governance? 2005
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Widmer, Candace 2000
***The Art of Trusteeship: The Nonprofit Board Member's Guide
 to Effective Governance***
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MARKETING

Burnett, John J. 2007
Nonprofit Marketing Best Practices
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Holland, DK 2006
Branding for Nonprofits: Developing Identity with Integrity
 658.827 HOL (DH)

2005
***Nonprofit Internet Strategies: Best Practices for Marketing,
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 q658.0546 HAR (DH)

Sittig-Rolf, Andrea 2009
Power Referrals: The Ambassador Method for Empowering Others to Promote Your Business and Do the Selling for You
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Woodard, Cheryl 2007
Every Nonprofit's Guide to Publishing: Creating Newsletters, Magazines & Websites People Will Read
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FINANCE/ACCOUNTING

Blazek, Jody 2008
Nonprofit Financial Planning Made Easy
 658.15 BLA (DH)

Ruppel, Warren 2007
Not-for-Profit Accounting Made Easy
 657.98 RUP (DH)

FUND RAISING

Dixon, Charlotte Rains 2008
The Complete Guide to Writing Successful Fundraising Letters for Your Nonprofit Organization
 808.0666 DIX (DH)

Edles, L. Peter 2006
Fundraising: Hands-on Tactics for Nonprofit Groups
 658.15224 EDL (DH)

Effective Fundraising for Nonprofits 2008
 658.15224 EFF (DH)

Lansdowne, David 2008
The Relentlessly Practical Guide to Raising Serious Money: Proven Strategies for Nonprofit Organizations
 658.15224 LAN (DH)

Warwick, Mal 2008
How to Write Successful Fundraising Letters
658.15224 WAR (DH)

MANAGEMENT

Bakker, Hans J.C. 2004
The Next Leap: Achieving Growth Through Global Networks, Partnerships and Cooperation
658.044 BAK (DH)

Coltoff, Philip 2006
The Challenge of Change: Leadership Strategies for Not-for-Profit Executives and Boards
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Crutchfield, Leslie R. 2008
Forces for Good: The Six Practices of High-Impact Nonprofits
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Drucker, Peter F. 2008
The Five Most Important Questions You Will Ever Ask About Your Organization
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Managing the Non-profit Organization: Practices and Principles
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Sand, Michael A. 2005
How to Manage an Effective Nonprofit Organization: From Writing and Managing Grants to Fundraising, Board Development, and Strategic Planning
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GRANT WRITING

- Browning, Beverly A. 2008
Perfect Phrases for Writing Grant Proposals: Hundreds of Ready-to-Use Phrases to Present Your Organization, Explain Your Cause, and Get the Funding You Need
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- Brown, Larissa Golden 2001
Demystifying Grant Seeking: What You Really Need to do to Get Grants
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Start Your Own Grant-Writing Business
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- Carter-Black, Alexis 2006
Getting Grants: The Complete Manual of Proposal Development and Administration
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Grant Proposal Makeover: Transform Your Request from No to Yes
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The Complete Guide to Writing Effective & Award-Winning Grants: Step-by-Step Instructions
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The Only Grant-Writing Book You'll Ever Need
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Guide to Getting Arts Grants
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Murray, Jean Wilson

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The Complete Guide to Writing Effective and Award-Winning Business Proposals: Step-by-Step Instructions

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Smith, Nancy Burke

2006

The Complete Book of Grant Writing: Learn to Write Grants Like a Professional

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Thompson, Waddy

2007

The Complete Idiot's Guide to Grant Writing

658.15224 THO (DH)

THE FOUNDATION CENTER

Established in 1956, and supported by more than 600 foundations, the Foundation Center is the nation's leading authority on philanthropy. The Center maintains the **most comprehensive database** on U.S. grantmakers and their grants.

The Center has a national network of 340 cooperating collections around the country. These collections offer core Foundation Center electronic and print resources – databases, directories, publications, and fundraising research guidance. The following local libraries are part of the Foundation Center's network – Huntington, Sachem, Riverhead, and Levittown.

Here's what you will find at these cooperating libraries –

- Profiles of more than 91,000 U.S. grantmakers and one million grants in **Foundation Directory Online Professional**, the most comprehensive database of its kind.
- Proposal-writing guides with step-by-step instructions and examples of successful proposals.
- **Grants to Individuals Online**, a one-of-a-kind database of more than 6,500 foundation and public charity programs that provide support for students, artists, researchers, and other individual grantseekers.
- Annual research reports on U.S. foundations and their giving trends.
- Free workshops and orientations on how to effectively use these

To learn more about the Foundation Center go to
<http://foundationcenter.org>.

REFERENCE

Annual Register of Grant Support: A Directory of Funding Sources

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R001.44 ANN (DH)	2009

The Foundation Directory

R061 FOU (DH)	2009
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Foundation Grants to Individuals

001.44 FOU (DH)	2006
R001.44 FOU (DH)	2007

OTHER WEBSITES OF INTEREST

Society for Nonprofit Organizations

www.snpo.org

A network and forum of nonprofit professionals to educate, exchange ideas and network.

American Society of Association Executives (ASAE)

www.asaecenter.org

A professional society of executives of philanthropic associations, its mission is to ensure associations continue to play a vital role in society. The ASAE maintains a resource center, compiles statistics, and conducts studies.

Association of Fundraising Professionals

www.afpnet.org

Offers consulting, training and career development services. Publishes books and videos on fund raising, planning, proposals and grants, direct mail and more.

National Council of Nonprofits

www.councilofnonprofits.org

The largest state-by-state alliance of nonprofits in the United States. The NCNA is a network of state and regional associations with a collective membership of over 20,000 community nonprofits. Online resources include fundraising, leadership, administration, governance and more.

Idealist

www.idealist.org

A searchable directory of 10,000 nonprofit websites providing information on a broad range of topics — volunteering, fundraising, financial management, personnel, public relations, and legal issues.

Half Hollow Hills Community Library

Dix Hills Building
55 Vanderbilt Parkway
Dix Hills, NY 11746
631 421-4530

Melville Building
510 Sweet Hollow Road
Melville, NY 11747
631 421-4535

hhlibrary.org

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All listed titles are the most current
available at the time of printing.