

## **Resources for MNM: Conducting Prospect Research, Finding Information, and Using Online Resources for Nonprofit Management**

The following sources will help you identify prospects and gather information about nonprofit management. You may need to consult sources other than electronic ones in order to complete your assignments; resources available in Dayton Memorial Library reference section are listed below by call number. Check your local public or university library for holdings near you. Regis reference librarians can also help – call the reference desk at 303-458-4031; 800-388-2366, ext. 4031, or e-mail at [library@regis.edu](mailto:library@regis.edu). Note: You must have a RegisNET account in order to access the off- campus library database. You may find it easier to access these resources by going directly to <http://www.regis.edu/library> rather than through WorldClass.

### **FINDING JOURNAL ARTICLES:**

1. Article databases will be useful for finding information about corporations and other businesses as well as about foundations and individuals. Newspapers will be especially helpful for their profiles of local businesses and individuals
  2. From the Regis library home page, click the arrow by “Library Quick Links” (under “Ask Us”).
  3. Click on “A-Z Database List”
  4. When the list displays, select the database you want.
  5. You will be prompted to enter your RegisNET username and password.
  6. Listed below are some useful MNM databases and sites.
- **Academic OneFile**  
Peer-reviewed, full-text articles from the world's leading journals and reference sources with extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects.
  - **Academic Search Premier** Abstracts and full text articles from thousands of scholarly and general interest journals in the areas of social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies.
  - **Business Source Premier** Full text articles from thousands of journals in management, economics, finance, accounting, and international business. Includes both peer-reviewed and general publications.
  - **General BusinessFile** Article citations, abstracts and full-text from thousands of business, management, professional and trade journals. General Business File ASAP also includes company profiles, investment reports, and industry descriptions.

- **Chronicle of Philanthropy** (requires special password & login—call the Reference Desk @ 1-800-388-2366 x4031)  
(\*some years also available in Academic Search Premier\*)
- **Philanthropic Studies Index** Index to literature (popular and scholarly journals) on voluntarism, nonprofit organizations, fundraising, and charitable giving, covering from 1940-present. No full text.

**FINDING CORPORATION/BUSINESS/NONPROFIT INFORMATION:**  
(these databases accessed from “Library Quick Links/A-Z Databases” on Regis Library homepage)

In addition to the newspaper and article databases, you may want to find more in-depth company and financial information for specific businesses, business leaders, and corporations.

- **Associations Unlimited** An online directory of information about 450,000 international and U.S. nonprofit organizations in all fields. Also includes IRS data on nonprofit organizations (501(c) status).
- **Business and Company Resource Center** Company profiles, company brand information, rankings, investment reports, company histories, chronologies, and periodicals.
- **LexisNexis Academic** In its Business: Accounting section, contains the **Miller GAAP - not for Profit Organization Audit**, a guide for performing audits for not-for-profit organizations (accessed from the Source List).
- **Mergent Online** Detailed financial statements for 10,000 US public corporations and 14,000 non-US corporations. Also includes company history, report building, country profiles, and industry profiles.  
(Please remember to LOGOUT when you're done as this resource allows a limited number of users at a time).
- **Wiley InterScience** Includes in its Business Subject Area, a “Nonprofits Organizations” sub-section.

## FINDING FOUNDATION INFORMATION:

- **Foundation Directory** (requires special login and password—call the Reference Desk @ 1-800-388-2366 x4031) Comprehensive directory providing descriptions of more than 32,500 grant makers, including private grantmaking foundations, community foundations, operating foundations, and corporate grantmakers.

Colorado-based students may also wish to check out the following resources:

- **Colorado Grants Guide** This comprehensive resource guide contains hundreds of profiles on local foundations and trusts, corporations, national fund, government agencies, and religious organizations. Search by fund type or keywords, or use the advanced search options for more detailed searching. Contact the reference desk for password information (1-800-388-2366 x4031).
- **Colorado Association of Funders** <http://www.coloradofunders.org>
- **Community Resource Center** <http://www.crcamerica.org>
- **Directory of Colorado Nonprofit Organizations (Colorado NonProfit Association, formerly CANPO)**(requires special login and password—call Reference Desk @ 1-800-388-2366 x4031)

In addition, there are two excellent sites that are most helpful for finding foundation information (may also be accessed from “Recommended Web Sites” from Regis Library homepage)

- **The Foundation Center** Good FAQs, and links to Philanthropy News Digest, 990 PF Search, Proposal Writing Short Course, and other helpful links, and over 65,000 foundations and 125,000 grant opportunities. <http://www.fdncenter.org>
- **Guidestar: The National Database of Nonprofit Organizations** Information on more than 850,000 nonprofit organizations in the United States. Each report includes: mission and programs, goals and results, in order to access financials (including downloadable 990 filings) and leadership, you must pay a subscription fee. <http://www.guidestar.org>

**SOME PRINT (and online books) RESOURCES AVAILABLE IN DAYTON MEMORIAL LIBRARY:**

(If you are not close to the Regis Library, these materials may be available at a library near you. Check with the reference desk librarian.)

- *Corporate Foundation Profiles* Ref HV 89.C68
- *Corporate Giving Directory: Comprehensive Profiles of America's Corporate Foundations and Corporate Charitable Giving Programs.* Ref HV 97 .A3 T29
- *The Foundation 1000: In-Depth Profiles of the 1000 Largest US Foundations.* Ref HV 97 .F64 F 67a
- *Fund Raiser's Guide to Human Service Funding.* Ref HV 89 .F848
- *Fund Raiser's Guide to Religious Philanthropy.* Ref HV 89 .F85
- *Giving USA.* Ref HV89 .G5
- *Guide to US Foundations, their Trustees, Officers, and Donors.* Ref. HV 97 .A3 G84
- *National Guide to Funding in Arts and Culture.* Ref NX 396.6 .N385
- *Nonprofit Almanac: Dimensions of the Independent Sector.* Ref HD 2769.2 .U6 N666
- *Who Gets Grants/Who Gives Grants.* Ref HV 97 .A3 W47
- *Nonprofit Sector Yellow Book: Who's Who in the Management of the Leading Foundations, Universities, Museums, and Other Nonprofit Organizations.* Ref HD2769.2.U6 N66
- **Books 24x7:** Books 24x7 has hundreds of online nonprofit books. This database is accessed from the A-Z Database list and requires users to log-in, even if they're on campus. A student can create his/her own list of favorite books and they will be saved using that person's RegisNet logon. Another way to access Books 24x7 is to do an advanced search in Lumen and limit the results to Electronic Books

**FINDING BIOGRAPHICAL INFORMATION:**

Try these resources in addition to newspapers and article databases.

- **Biography and Genealogy Master Index** An online index to 12 million biographical sketches, including both contemporary and historical figures worldwide. This index will refer you to published biographies in other sources.

## LOCATING MARKETS AND DEMOGRAPHIC INFORMATION:

- **American FactFinder.** U.S. Census Bureau. Population, housing, income, and business statistics from recent censuses, searchable down to state, county, and place name levels. <http://factfinder.census.gov/servlet/BasicFactsServlet>
- **American Incomes.** Subtitled “Demographics of who has money,” this statistical compendium breaks down income by gender, race, region, marital status, age, and occupation. Discretionary income is one focus.  
REF HC 110 .I5 A447
- **American Men and Women.** This “demographics of the sexes” uses narrative and statistics to explore attitudes, education, health, income, living arrangements, spending, wealth, and participation in the labor force.  
REF HC 110 C6 .A43
- **Household Spending.** “Who spends how much on what” is the apt subtitle. Areas examined are apparel, entertainment, financial services, food and drink, gifts, health care, transportation, education, personal care, and housing. Demographics arranged by region, income, race, age, occupation, and renter/owner.  
REF HC 110. C6 .A666
  
- **International Marketing Data and Statistics.** Significant source for data on international markets including disposable income, consumer market sizes, consumer expenditure patterns by product, CPI, exchange rates, employment, and more.  
REF HA 42 .I56, Euromonitor (annual)  
(Euromonitor is now available as a database )
  
- **The Sourcebook of Zip Code Demographics.** An extraordinary *print* reference source which gives detailed demographic and potential consumer market data broken down by zip code. Includes household income and disposable income.  
REF HA 203 .S66
  
- **STAT-USA. (Database) (U.S. Dept. of Commerce and International Trade Agency.)**(special password required—call Reference Desk @ 1-800-388-2366 x4031)A sprawling database of domestic and international economic and marketing data. “State of the Nation” contains broad domestic economic and financial indicators; and the Fed “Beige Book.” On the international side is “Globus” and the “National Trade Data Bank.” This segment includes Country Commercial Guides, State Department reports, trade figures, and international marketing opportunities.

- **Statistical Abstract of the United States.** The best single handbook of official statistics is now available on the Web in Adobe Acrobat. Culled from government and private sources, this features 1000's of tables on demographics, retail and wholesale trade, manufacturing, international trade, finance, employment, education, health and more.  
(U.S. Census Bureau) print and online.  
<http://www.census.gov/prod/www/statistical-abstract-us.html>  
Print edition: READY REF C3.134/7
- **Statistical Handbook on Consumption and Wealth in the United States.**  
A systematic statistical portrait of wealth and consumption, usually with a 10-year historical time frame. Subjects include personal, business, and farm wealth; expenditures on food, entertainment, appliances, energy, healthcare, sports, reading, the internet; and new housing (dollars, square feet, etc.)  
REF HC 110 .C6 S73

#### ALSO OF INTEREST:

- **Special Collection on Volunteerism** Lots of volunteer-related information and links (accessed from the Regis library homepage, under "About The Library: Collections")
- **Nonprofit Job Bank** (accessed from the Masters NonProfit Management homepage under "Related Links")
- **NonProfit Online Forums:**  
**Charity Channel (<http://charitychannel.com/forums/>)**  
 CharityChannel hosts over 200 public and private email-based discussion lists, all dedicated to some aspect relevant to busy nonprofit/NGO-sector professionals.  
**Foundation Directory ("FDO Talk")** (accessed from the Regis library homepage, A-Z Database List, "Foundation Directory"—requires special password & login, available from the Reference Desk)  
 This e-discussion board is reserved for *Foundation Directory Online* subscribers to learn from their fellow grantseekers. Share your favorite search tips...tell your grantseeking success story...describe the impact of a grant you received.