

Candid.

Accessing Funding Information at the Cincinnati Public Library

The Cincinnati Public Library is a Funding Information Network partner of [Candid](#). As a training partner, the Cincinnati Public Library provides free access to the most comprehensive information available on foundation and corporate giving. It features electronic resources, local trainings, and professional staff to assist visitors. Contact Kent Mulcahy, the Grants Resource Librarian, at kent.mulcahy@cincinnati.org with any questions.

How to access Candid tools at the Cincinnati Public Library

Foundation Directory Professional is available for in-person access at our location. **Professional Tier access is available by appointment only.** Please contact Kent Mulcahy at kent.mulcahy@cincinnati.org to set up an appointment.

Foundation Directory Essential is available for remote access for the remainder of 2021 through our [Grants Resource Center website](#). Once on the Foundation Directory site, you will be asked to create a *free* account and sign up for a day pass. The day pass allows you to use Foundation Directory Essential remotely in a 24-hour window. There is a clock at the top of the screen that will tell you how much time remains in the pass. After the 24 hours, the clock will show the next date on which you can activate a new pass (every 30 days).

Since you will be able to create an individual account in Foundation Directory Essential, you will have access to the [MyFDO](#) features that were not previously available. You'll be able to create dashboards, tag favorite grantmakers, save searches, and return to these each time you activate a new pass. The day pass allows Candid to continue providing remote access in a secure and automated way to people all over the world.

Making the most of each Foundation Directory Essential day pass for remote access

Our data shows that most Foundation Directory subscribers log in for an hour or so to do concentrated research. While the day pass gives you 24 consecutive hours per month, here are the ways in which you can maximize your usage:

- **Prepare:** Before logging in for the first time, explore how you can use Foundation Directory by signing up for a free [virtual training](#) hosted by the Cincinnati Public Library (the class that covers the Foundation Directory Online is called "Grants Research Lab") or by watching our watch-on-demand [online tutorials](#).
- **Timing:** Log in at a time when you can come back to the site (if needed) within a 24-hour period. For instance, logging in at 1PM would give you the ability to log back in on the same pass the next morning at 9AM.

- **Offline research:** Take advantage of Foundation Directory's robust download/email features; you can run searches on Foundation Directory Essential and then download or email yourself the prospect list for offline reviewing.
- **MyFDO:** When you're logged in, you can use the features of MyFDO to create personal dashboards, tag favorite grantmakers, and save searches under your username. Then you can return to them each time you activate a new pass and pick up exactly where you left off.
- **One-on-one support:** If there is a piece of information that you need to find while you are waiting for your next pass, reach out to Kent Mulcahy at kent.mulcahy@cincinnatilibrary.org to ask for assistance.