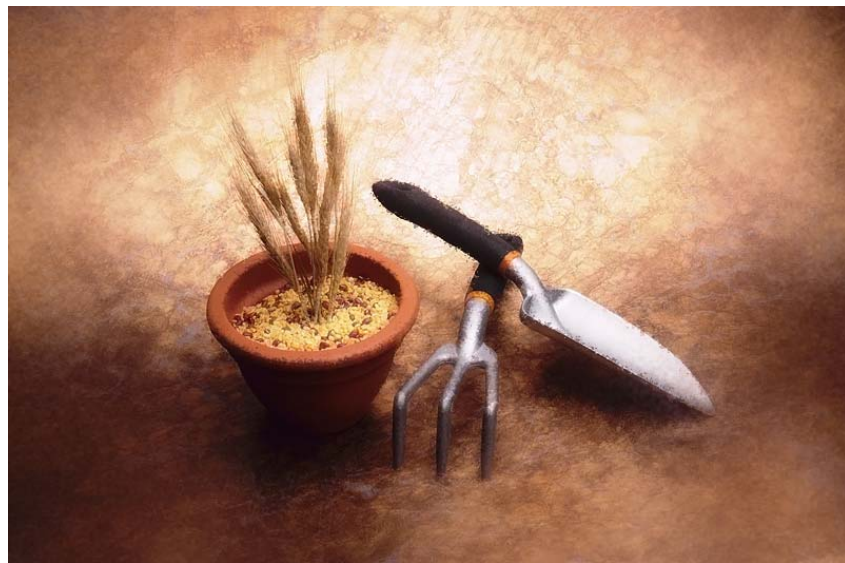


Community Foundations

Building Community Tools of Leadership and Learning



*Consulting
Services*

Comprehensive Services

for all stages of growth and activity

Solutions For Your Needs...

■ **Assessment Services**

➔ Comprehensive assessment services help you pinpoint the issues that need attention and provide solutions for your success

■ **Customized Programs**

➔ Customized programs fit any foundation's size and age, building on the unique features of your community

■ **Multi-Dimensional Help**

➔ Multi-dimensional help uses on-site visits, regular phone contact, Internet-based training opportunities and a comprehensive community foundation manual with samples and examples of what you need to make your foundation effective

We Provide...

■ **A Full Service Firm**

➔ Our energetic team of consultants is available to ensure your needs are met

■ **Experienced Consultants**

➔ Experienced and knowledgeable consultants, serving over 200 foundations throughout the US and other parts of the world, help guide your foundation toward success

■ **Proven Success**

➔ Lilly Endowment, Walton Family Charitable Trust, and many other national philanthropic organizations have hired EDC to design and implement huge initiatives for community foundation development

■ **Expertise in All Areas**

➔ Expertise in all areas of foundation activity, especially asset development, organizational development, grants and programs, financial systems, and communication programs and procedures

The Menu for Your Success

Select Your Consulting Service

1

Specific Focus: One Consulting Visit

You have a specific need for consulting help

➔ EDC offers consulting services for a single specific purpose such as a planning meeting or board retreat for your foundation. A consultant works with the executive director and/or board leadership to plan the visit, spends one day at your foundation and prepares a follow-up report.

➔ The planning includes reviewing information from your foundation in preparation for the day and telephone calls and correspondence to set the agenda and materials.

➔ You will receive a summary report of the visit with recommendations for action.







Some Typical Activities:

- Discuss and develop a comprehensive plan to meet a challenge grant
- Expand or develop a plan to raise operating funds for the foundation
- Review personnel issues that need evaluation and resolution
- Build programs to assist specific field of interest funds (such as a Women's Fund or geographic area fund)
- Engage the board members in asset development

360° Service Features

We do not believe in surprises. That's why our fees are all inclusive so you have complete peace of mind.

Consulting fees include all of the following expenses for our consultants:

-  Travel Expenses
-  Accommodations
-  Car Rentals
-  All Meals

Inspiration to Impact: Growing Your Foundation

The proven plan to help foundations grow and become self sustaining

➔ EDC arranges a calendar of activities and a schedule of meetings on an individual basis with each client. This includes four to six scheduled visits to your foundation each year, consultant-on-call telephone support, communication between visits, review of materials and written reports.

➔ A typical visit includes a full day of activities. You may schedule key activities such as a breakfast meeting with the investment committee, a mid-morning visit with a group of professional advisors, a lunch meeting with prospects or another of your committees, an afternoon work session with board and staff leadership to review plans and activities.

➔ We tailor support to the key issues your foundation faces. Some of the products and plans you can expect to have working with EDC include the services listed on the right.



Typical Products Include:

- An endowment development plan with specific assignments for board and staff
- A grant making program with policies and procedures for all types of grants and awards, built with the foundation's grant committee, and strategies for grant monitoring and evaluation
- Detailed plans to launch or expand donor services, including all options for donor involvement in the grant process. This is a key element of community foundation work and too often is neglected in the pursuit of new funds
- Strategies for securing operating funds and building toward a self-sufficient foundation on the basis of administrative contributions, money management, and development of new services
- Finance and investment systems, policies, and plans for the growing foundation
- Board development and involvement in asset development
- A committee structure to guide the growing foundation, reviewing your current activities and suggesting ways to streamline activities to maximize the use of your volunteers' time
- Help with the development of collateral materials for marketing and public relations as well as ideas for media coverage and building community awareness of the foundation
- Assessment of the foundation's compliance with the Council on Foundation's National Standards for Community Foundations
- Strategies to assist your agency relationships
- Ways to effectively engage professional advisors in your area
- Specific training for volunteers on how to talk with prospects and secure gifts
- Planning retreats to develop or review plans for foundation growth
- Community training for nonprofit organizations in endowment building
- Strategies to work with local brokers and other financial institutions
- Considerations for the development of affiliates and other forms of expansion efforts



➔ EDC consultants guide your foundation through a complete strategic planning process. Key elements of our six-month plan include three on-site visits and encompass typical activities listed on the right.

➔ As important as the written plans are the discussions that develop them. Our consultants will facilitate these discussions to engage the board and committees, and help you design a plan that's right for you.



“Endowment Development Consultants are a tremendous help to us as we develop the structure of our organization, work on our initial operating campaign and learn about asset development.”

Robin Baldwin
Executive Director
Fayetteville Community Foundation, Arkansas

Typical Activities Include:

- Interviews with prospects and donors, board members and community leaders prior to work with the planning committee and board. The goal of these interviews is to gather input about the foundation as well as knowledge and perceptions of the foundation throughout the community
- Work with a committee of the board as the planning committee to complete initial work for the plan and support the presentation to the board
- Facilitate the first board retreat to develop the goals and objectives of the strategic plan, allowing for extended discussion of options, issues, and possible strategies for foundation growth
- Meet with the planning committee and staff to work on details of the strategic plan. This includes developing strategies for meeting goals, including the creation of asset development and marketing activities for the foundation to achieve its goals for asset building and raising operational funds
- Present the plan to the board for approval, including the board's role in assisting the foundation to implement the strategies. This can be a second board retreat, or a regular board meeting devoted to the strategic plan acceptance

4

Stepping Stones: Assessment Visit

A brief review of your foundation operations

➔ This program provides an objective review of your foundation's activities and operations by an experienced consultant.

➔ In this two-day visit we help you through a review of your asset building activities, your grant procedures, and your organizational development. You will receive a report with suggestions and strategies to help your foundation grow.



The Assessment Will Examine:

- Engagement of your board in foundation asset building
- The goals and objectives for your long-term growth
- Internal structure and operations of your staff and volunteers
- Grant procedures and evaluations
- Financial systems
- Communication activities with various constituents
- Marketing and public relations plans and activities

5

Educating Prospects: Financial Institutions

➔ A special segment of communities are the financial professionals and their institutions. They are a valuable resource for your foundation and essential to its growth. We spend a day with your financial professionals to help them understand how they and their clients can benefit from a partnership with the community foundation.

➔ With EDC making the case for your foundation, and with our experience with some of the largest financial institutions in the country, it is a most persuasive and productive activity to help you grow your foundation.

➔ The agenda for this one-day meeting will be customized to fit your community and its professionals.



Presentations Include:

- Why the community foundation is the ideal partner for professional advisors
- How the foundation differs from other charities that solicit help from professional advisors
- What benefits the foundation offers to advisors' clients
- When to develop strategies for your foundation to work with professional advisors

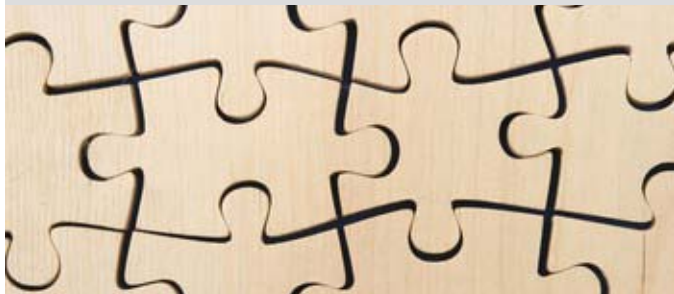
6

Opening Doors: Expansion Strategies

Affiliates, Support Organizations, Satellites, Collaborations

➔ One of the most effective growth strategies for community foundations is expansion through creation of a network of partners. Whether these are developed as geographic area funds, support organizations, satellite offices or through collaboration of several independent foundations, there are many benefits for all concerned.

➔ This program helps you focus on which might work best for your foundation, how to think about implementation issues, and a strategy for financing the growth. Over three visits, the consultants work with you to assess your situation and form a plan for growth.



Work Includes:

- Evaluation of your region of service and the potential for expansion
- Discussion of the various options and the pros and cons of each
- Strategies for outreach and goals for each
- Outline of implementation plans for each new collaboration
- Outline of the internal operations of an expansion program
- Brief proforma budget for the expansion program

7

Council on Foundations National Standards

Community Foundation Compliance Audit


➔ You may be considering participating in the Council on Foundations National Standards compliance process. If you are, and yet don't know how to begin, EDC can help. Let us meet with you to review the documents you already have, help you think about what policies or procedures you need, and organize your efforts to submit your notebook to the Council.

➔ This program will include three visits to your foundation plus review of your documents, and suggestions for modifications if necessary.



Visits Include:

- A template to check which of the required documents you have
- Suggestions if modifications are needed to existing documents
- A discussion and suggestions for additional documents to be completed
- Suggestions for activities you should consider to improve your organizational compliance

	1	2	3	4	5	6	7
	Consulting Visit	Growing A Foundation	Strategic Planning	Assessment Visit	Working With Financial Advisors and Institutions	Expansion Strategies	COF Compliance Audit
Time Frame	3 to 4 months	3 to 5 years	6 months	2 to 5 months	2 to 3 months	6 months	4 to 6 months
Visits	1 on-site	4 to 6/year	3 on-site	2 consecutive days	1 on-site	3	3
Highlights	Final report with suggestions	- Regular reports after every visit - Annual summary of the program	- Interviews - Work with planning committee	Report with suggestions, growth strategies	Provide links to the advisors and institutions	- Form plan for growth - Draft budget	Review of all documents
Support	Review of materials	- Unlimited phone - Unlimited email - Material support	- Unlimited phone - Unlimited email - Material support	- Review of materials - Selected meetings with board	Conduct seminars for you	Work with staff and volunteers	Work with committee and staff
Total Fee	\$4,500	variable	\$18,000	\$5,250	\$3,000	\$12,000	\$12,000
Monthly Billing	n/a	\$3,000	\$3,000	n/a	n/a	\$2,000	\$2,000 - \$3,000
Consultants Fees Include							

For questions or to speak with a consultant, please contact us today!



Endowment Development
CONSULTANTS

Tel (760) 631-7200 E-mail: info@endowment.com www.endowment.com



- Expertise:** EDC is a leading specialist in the development and management of charitable organizations throughout the United States
- Experience:** EDC's knowledge base consists of over 25 years of hands-on management, planning, and training experience for philanthropic organizations
- Demonstrated Growth:** EDC has modeled four statewide initiatives with significant private foundation funding to raise over \$1.5 billion in new philanthropic assets
- Success:** EDC has successfully served over 200 community foundations in the United States plus work in Canada, England and Poland