

Customized Philanthropy Services

Your Philanthropy, Your Choice





Silicon Valley Community Foundation is dedicated to building and energizing a community of philanthropists who strengthen the common good in this region and beyond.

As Silicon Valley's center for philanthropy, we make all forms of philanthropy more powerful.

We are one of the largest community foundations in the country with experience in strategic grantmaking and philanthropy planning, investing charitable assets and administering crucial day-to-day back-office foundation work.

Our customized philanthropy services can benefit private foundations, corporations, individual philanthropists and nonprofit organizations. You can count on our professional, dedicated staff to help you accomplish your giving goals—from due diligence on an overseas nonprofit to managing your private foundation's investments. We offer guidance on the art and science of giving effectively and provide full service support for your administrative needs.

One of our core strengths is our skill in tailoring each relationship to meet specific needs. We work with more than 1,500 funds to meet their unique charitable interests. Count on our extensive expertise to make your giving as easy and effective as possible.

Grantmaking Services

We can help you develop a philanthropic mission statement or craft specific strategies to ensure that your giving is focused and creative. Rely on us to conduct research or site visits with nonprofits, analyze proposals for your giving consideration and manage an entire grant review process. We can even review your existing application forms and suggest enhancements to ensure that you receive the information you need to maximize the impact of your giving.

Grantmaking Benefits

- **Local awareness.** Our staff has a deep understanding of Bay Area nonprofits.
- **Research.** If you need specific information on program issues or geographic solutions, we can conduct thorough research for you to help you make successful tactical decisions.
- **Analysis.** We will review and analyze potential programs for funding and evaluate the financial health and strength of prospective grantees.

“We thought giving away money would be easy but quickly realized that it is not so simple. Shutterfly partnered with Silicon Valley Community Foundation to help create our foundation structure, develop a grantmaking program and ensure a fair and equitable process for awarding grants. The community foundation was instrumental in helping a program like ours develop a great foundation structure to build upon for years to come.”

Doug Galen

Senior Vice President

Business & Corporate Development

Shutterfly

Menu of Services

The following menu of customized philanthropic services shows how Silicon Valley Community Foundation can help private foundations, corporations, individual philanthropists and nonprofits. These services are for clients that do not wish to create a charitable fund at the community foundation but desire the professional services and expertise we offer.

What services are available?	What is included?	Who can use this service?
Grantmaking Program Consultation	<ul style="list-style-type: none"> Developing a strategic philanthropy plan and/or grantmaking guidelines Conducting research on specific issues or geographic areas Consulting on grantmaking best practices and procedures Assisting with grantmaking decisions, conducting site visits, and analyzing and summarizing applications. Evaluating and reviewing grant recipients' final reports Notifying recipients and non-recipients of final funding decisions 	<ul style="list-style-type: none"> Private foundations Corporations Individual philanthropists
Due Diligence of Potential Domestic Nonprofit Grantees	<ul style="list-style-type: none"> Confirming the 501(c)(3) status of all potential grantees, their correct mailing address and primary contact Confirming an organization's mission and ensuring the grant purpose complies with IRS regulations 	<ul style="list-style-type: none"> Private foundations Corporations Individual philanthropists
Due Diligence of Potential International Nonprofit Grantees	<ul style="list-style-type: none"> Reviewing and validating all IRS required equivalency determination paperwork, including ensuring compliance with current international grantmaking legislation Reviewing potential grantees against 2001 Patriot Act watch lists 	<ul style="list-style-type: none"> Private foundations Corporations Individual philanthropists
Accounting Services	<ul style="list-style-type: none"> Calculating, monitoring and paying excise taxes Processing accounts payable Reconciling bank statements Setting-up operating and/or grants budgets Producing and monitoring monthly budgets Online account access Quarterly account statement production Attendance at annual private foundation board meetings 	<ul style="list-style-type: none"> Private foundations
Annual Form 990-PF Tax Filing and Annual Audit <i>(Accounting services described above must be utilized in order to select annual form 990-PF tax filing and annual audit services.)</i>	<ul style="list-style-type: none"> Filing the Form 990-PF with both Federal and California offices Preparing financial statements, footnotes and schedules Acting as a liaison with the community foundation's auditor, Moss Adams 	<ul style="list-style-type: none"> Private foundations
Investment Management/ Nonprofit Investment Fund	<p>The choice of one or more of the community foundation's five investment pool options. The minimum required to open an account for this service is \$10,000.</p> <ul style="list-style-type: none"> Quarterly account statement production and review Online account access Invitations to periodic trainings on planned giving, accounting, investment and development topics 	<ul style="list-style-type: none"> Private foundations Nonprofits

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A Memorandum of Understanding or MOU will be created between each client and the community foundation outlining specific services, fees and timeframe of contract. An MOU can be drafted to include any combination of the above menu of services.

Menu of Services *continued*

What services are available?	What is included?	Who can use this service?
Grants Administration (domestic grants)	<ul style="list-style-type: none"> • Items described in “Due Diligence of Potential Domestic Nonprofit Grantees” section above • Issuing and distributing the private foundation’s grant checks (from their checking account) to grantees with private foundation’s grant letters or grant agreements • Online account access • Producing quarterly financial statements • Paying invoices and monitoring vendors • Setting-up and monitoring operating and grants budgets 	<ul style="list-style-type: none"> • Private foundations
Grants Administration (international grants)	<ul style="list-style-type: none"> • Items described in “Due Diligence of Potential International Nonprofit Grantees” section above • Issuing and distributing the private foundation’s grant checks (from their checking account) to grantees with private foundation’s grant letters or grant agreements • Online account access • Producing quarterly financial statements • Paying invoices and monitoring vendors • Setting-up and monitoring operating and grants budgets 	<ul style="list-style-type: none"> • Private foundations
Grants Administration (for grants to non-501(c)(3) organizations)	<ul style="list-style-type: none"> • Adhering to IRS Guidelines for Expenditure Responsibility, the community foundation exerts all reasonable efforts and establishes adequate procedures: <ol style="list-style-type: none"> 1. to see that the grant is spent only for the charitable purpose for which it is made, 2. to obtain full and complete reports from the grantee organization on how the funds are spent; and 3. to make full and detailed reports on the expenditures to the IRS. 	<ul style="list-style-type: none"> • Private foundations
Seminars and web-based trainings on topics such as development, endowment building, planned giving, legislation impacting nonprofits, etc.	<p>We offer webinars and in-person events for nonprofit development professionals. We partner with PGCalc and tax, finance and gift planning experts to offer interesting and timely sessions to local nonprofits. (Sessions are free if the nonprofit has a nonprofit fund or is contracting with the community foundation for any customized services.)</p>	<ul style="list-style-type: none"> • Nonprofits
Fiscal Sponsorship Funds	<p>The community foundation will act as a 501(c)(3) sponsor to a person or group working to independently further the community foundation’s tax-exempt purpose. Fiscal Sponsorships are temporary and used for a period before a new organization obtains its own tax exemption. The new organization must be in the process of obtaining its 501(c)(3).</p> <p>The community foundation can accept donations and make disbursements to help support the project. The minimum required to open a Fiscal Sponsorship Fund is \$10,000.</p> <ul style="list-style-type: none"> • Accepting and receipting donations for the newly forming nonprofit organization • Disbursing funds back to the organization • Monitoring budget and expenses • Reviewing funder reports • Online account access • Quarterly account statement production and review 	<ul style="list-style-type: none"> • Nonprofits
Accepting Pass Through Gifts	<p>The community foundation can accept pass through/redistribution gifts for eligible nonprofits, particularly complicated gifts, on behalf of their donors. (For example: A donor who wants to give anonymously to a nonprofit and still receive the tax benefits could possibly give a pass through gift.)</p> <p>The minimum required to process a pass through gift is \$10,000.</p>	<ul style="list-style-type: none"> • Nonprofits • Individual philanthropists • Corporations

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Finance, Accounting & Back-Office Services

We perform key services such as due diligence or grants administration. We are experts in complying with the complicated laws and regulations that govern charitable assets and domestic and international giving.

Last year, we processed grants of \$253 million domestically and \$11 million overseas. You can focus on giving; we worry about the details.

Finance, Accounting & Back-Office Benefits

- **Peace of mind.** We ensure your grant purposes comply with IRS regulations and meet the terms of international or domestic giving.
- **Taxes and budgets.** Our accounting and finance department pays your foundation's excise taxes and invoices as well as sets up and monitors your operating and grants budgets.
- **Form 990-PF and annual audit.** We prepare your private foundation's 990 form and annual audit.
- **Grants administration.** Checks are issued from your private foundation's checking account, leaving all of the grants administration and organization up to us.
- **International grants.** We ensure that your grants comply with current federal laws.

“Silicon Valley Community Foundation has been a vital partner since our inception, providing thoughtful counsel and excellent support. We have particularly appreciated the community foundation’s responsiveness and flexibility in meeting our needs.”

Bill Barmier

Vice President of Global Citizenship

eBay

Investment Management Services

We manage assets and reserves for private foundations and nonprofit organizations. Whether it is \$25,000 or \$25 million, our nonprofit investment services give you the flexibility to make withdrawals or add contributions on your schedule. With \$1.5 billion of assets under professional management, our investment returns are extremely competitive. More than 60 local well-known nonprofits partner with us and trust our investment expertise.

Investment Management Benefits

- **Low cost.** The size of our investment portfolio drive investment costs down through access to institutional rates and breakpoints.
- **Oversight.** We have a fiduciary duty to ensure prudent investment of your charitable assets. Investment activity is overseen by a professional investment committee, our consultant and staff with deep experience.
- **Transparency.** Statements, investment holdings, performance and total costs are reported quarterly.
- **Access.** We have access to quality institutional investment managers and alternative investments only available to accredited investors with assets of at least \$5 million.
- **Diversification.** Portfolios are diversified across a broad range of classes and strategies that can only be accomplished with size.
- **Alignment of interests.** Our own assets are invested with the same managers and in the same investment pools. Your investment allocation is selected based on your investment strategy and any restrictions that you indicate.

“Our investment has outperformed its benchmark, and we found the varied learning opportunities to be worthwhile. We’d recommend, without hesitation, the community foundation to other organizations.”

Muhammed Chaudhry

President & CEO

Silicon Valley Education Foundation

Focus on what you do best.

You focus on giving. We'll focus on the administrative details. It's easy to set up the customized philanthropy services that are right for you. When you partner with the community foundation, you receive cost-effective solutions, personalized service and professional advice.

Depending on your needs, there are two simple steps to get started:

1. Choose from our Menu of Services. Contact us at businessservices@siliconvalleycf.org or call 650.450.5444 to meet with business services staff. We will meet with you to listen to your needs and help you identify which services and options can help you meet your goals.

2. Create a Memorandum of Understanding. Together we will create an agreement outlining specific services, fees and the timeframe of contract. We can draft an MOU to include any combination of services you desire.

Or start with a credit card or agreement. You can sign up for seminars and web-based trainings with a simple credit card transaction. If you are establishing a nonprofit

“The Gilroy Foundation’s affiliation with Silicon Valley Community Foundation has proven to be invaluable. Our endowed funds are invested in their long-term investment pool, which has proven beneficial over the years. Their legal and tax advice resources have assisted in our own fund development. These services would not be so valuable if the staff of the community foundation were not readily available to our requests—which they always are.”

Donna Pray
Executive Director
Gilroy Foundation

investment fund, fiscal sponsorship fund or pass through gift, just complete an agreement form in order to begin service delivery.

Contact us at businessservices@siliconvalleycf.org or call 650.450.5444 today. We look forward to working with you to customize the philanthropy services and options you need.

SILICON VALLEY COMMUNITY FOUNDATION MAKES ALL FORMS OF PHILANTHROPY MORE POWERFUL

We provide visionary community leadership by identifying emerging challenges in our region. We address those challenges through our grantmaking programs, our research and our ability to bring together diverse groups of problem-solvers. We build and energize a community of philanthropists who strengthen the common good.

One of our core strengths is professional investment management of the funds individual and corporate donors entrust to us. Unlike financial management companies, we offer expert guidance on the art and science of giving. We use our expertise to make giving easy and effective, helping donors achieve their philanthropic goals whether local, national and international.

Our leadership is rooted in our strong point of view on social equality as well as our collaborative relationships with the nonprofit groups and institutions advancing the best ideas.

**SILICON VALLEY | community®
foundation**
SERVING SAN MATEO AND SANTA CLARA COUNTIES

2440 West El Camino Real, Suite 300
Mountain View, California 94040

tel: 650.450.5400
fax: 650.450.5401

To read more about Silicon Valley Community Foundation
visit www.siliconvalleycf.org
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