

CORPORATE SUPPORT FEES



Silicon Valley Community Foundation assesses support fees to cover the cost of administration and to continue the community foundation’s important work in our community. Fees provide the necessary resources to operate efficiently and effectively, ensuring fiscal responsibility in grant due diligence, donor and nonprofit education, research and other activities. Annual fees are assessed monthly based on average fund balance. Corporate advised funds are required to maintain a \$1,000 minimum balance and are subject to a minimum annual fee of \$250 unless noted otherwise. Annual corporate advised fund fees fall into two categories based on the services the company anticipates receiving from the community foundation.

Fees	Basic	Premium
On the first \$5 million	1.5 %	2.0%
On amounts over \$5 million	1.0 %	1.5 %
On amounts over \$10 million	0.75%	1.25%
Services	Basic	Premium
Grantmaking Program Services		
<ul style="list-style-type: none"> Provide up to 20 hours of phone and/or face-to-face consultation annually on grantmaking best practices, program development and procedures Consultation includes: <ul style="list-style-type: none"> - Develop a philanthropic mission statement and grantmaking guidelines; create a philanthropic strategic plan - In the case of existing programs, review and revise current grantmaking forms including applications and final report forms - Identify potential nonprofit grant applicants 	■	■
<ul style="list-style-type: none"> Provide access to vetted local nonprofit funding ideas and opportunities through the community foundation’s “Community Connections” program 	■	■
<ul style="list-style-type: none"> Provide one two-hour custom training annually to corporate grantmaking/employee committee on topics related to company’s giving program 	■	■
<ul style="list-style-type: none"> Prepare agenda and materials for two grantmaking review meetings annually with a limit of 50 grant proposals per year 	■	■
<ul style="list-style-type: none"> Prepare brief summaries of submitted grant proposals (one page or less) 	■	■
<ul style="list-style-type: none"> Communicate with nonprofits about the company’s grantmaking program as needed 	■	■
<ul style="list-style-type: none"> Monitor and evaluate grants and review final reports one year after funding 	■	■
<ul style="list-style-type: none"> Maintain, update and provide summary reports on funding and grantmaking activity 	■	■
<ul style="list-style-type: none"> Provide fund advisors an initial training on the community foundation’s online giving portal and ongoing technical support as needed 	■	■
<ul style="list-style-type: none"> Provide an additional 20 hours of phone and/or face-to-face consultation annually on grantmaking best practices, program development and procedures as outlined above 		■
<ul style="list-style-type: none"> Conduct research on specific program issue areas for grantmaking strategies 		■
<ul style="list-style-type: none"> Conduct up to 12 site visits annually to potential and current grantees 		■
<ul style="list-style-type: none"> Conduct telephone consultations with potential and current grantees 		■
<ul style="list-style-type: none"> Prepare agenda and materials for four grantmaking review meetings annually for up to 200 grant proposals per year 		■
<ul style="list-style-type: none"> Assist with and advise on grantmaking decisions, including preparing up to two-page proposal summaries of nonprofit applications and preparing for grantmaking review and committee meetings 		■
<ul style="list-style-type: none"> Manage fund advisor’s grantmaking database whether an internal proprietary system or commercial system such as Cybergrants® 		■
Accounting Services		
<ul style="list-style-type: none"> Conduct reviews of domestic nonprofit grantees to ensure that organizations meet strict IRS charitable rules and regulations 	■	■
<ul style="list-style-type: none"> Conduct reviews of up to 25 international grantees annually to ensure that organizations meet strict IRS equivalency rules and regulations 	■	■
<ul style="list-style-type: none"> Process grant recommendations, create grant award letters and mail with grant checks 	■	■
<ul style="list-style-type: none"> Prepare grant agreements for grants over \$50,000 and develop outcomes per request 	■	■
<ul style="list-style-type: none"> Conduct reviews of more than 25 international grantees annually to ensure that organizations meet strict IRS equivalency rules and regulations 		■
Financial Services		
<ul style="list-style-type: none"> Prepare and make available quarterly fund statements through the online giving portal which details all fund activity, including gifts added to the fund, grants paid from the fund, investment pool activity and support fees 	■	■
<ul style="list-style-type: none"> Oversee fund’s investment pool management and arrange meeting with investment consultant or community foundation investment staff as needed 	■	■
Related Services		
<ul style="list-style-type: none"> Post web links to corporate advised fund information on the community foundation’s website 	■	■
<ul style="list-style-type: none"> Highlight corporate philanthropy success stories and provide visibility in collateral materials and/or press releases, as applicable 	■	■
<ul style="list-style-type: none"> Invitations to community foundation networking, education and convening events 	■	■

Other Fees

Investment expenses are in addition to the administrative support fee charged by Silicon Valley Community Foundation. The community foundation will charge a one-time fee of \$15,000 for corporate advised funds created with less than \$1 million that require strategic program development assistance. Other fees may apply under special circumstances.

Contact Silicon Valley Community Foundation at businessservices@siliconvalleycf.org or call 650.450.5444 for additional information.