

# Your Partner In Giving

/ DETAILED DESCRIPTION  
OF OUR PRIVATE  
FOUNDATION SERVICES /

FOUNDATIONSOURCE

Everything you need  
to run your foundation,  
efficiently and effectively,  
**ALL UNDER ONE ROOF.**

**FOR EVERY FOUNDATION CLIENT, WE PROVIDE COMPLETE ADMINISTRATIVE SUPPORT;** an award-winning, online foundation management platform; and unmatched expertise from our tax, legal, accounting, philanthropic, and client services professionals.

**THE RESULT IS A FOUNDATION THAT RUNS EFFICIENTLY AND COST-EFFECTIVELY, AND CAN EMPLOY EVERY IRS-ALLOWED CAPABILITY TO MAXIMIZE ITS PHILANTHROPIC IMPACT**

As a Foundation Source client, you join a community of more than 2,000 foundations of all sizes from coast to coast. You get access to an instant network of your foundation peers, along with educational resources where you can learn through our private online platform, webinars, and direct introductions facilitated by Foundation Source.



## OUR SERVICES

Whether you are just establishing a foundation or have had one for years, we provide the right combination of **TALENT, TOOLS** and **TECHNOLOGY** to help you achieve your goals. You get the level of support that's appropriate for where your foundation is today, and as your needs evolve, we provide the necessary services to support you through those transitions.

### Online Resources

We provide your foundation with a secure web platform that makes it easy to manage day-to-day foundation activities, including charity research, grantmaking, reporting, viewing investment balances across all accounts, tracking your progress toward fulfilling the 5% minimum distribution requirement in real time, and more. You can communicate with foundation members, collaborate on grant-making decisions, and keep tabs on your philanthropy, anytime, anywhere—from any device.



### Administrative Support

Our complete back-office services include grant and expense processing, tax preparation and filing, active compliance monitoring and financial reporting.

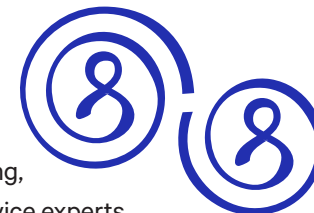


### Advisory Services

With Foundation Source, you gain easy access to a team of tax, legal, accounting, philanthropy and client service experts. These world-class specialists have in-depth knowledge covering all aspects of private foundations and will help you carry out your foundation's philanthropic mission and activities.

Your foundation's services are coordinated by a dedicated Private Client Advisor who serves as your main point of contact, so you can access all of our expertise with just one phone call.

Together, your Foundation Source team provides top-tier advice, responsive service, and comprehensive support whether your foundation has basic needs or requires a highly customized solution.



# Administration



1. Setup and General Administration
2. Transaction Processing
3. Active Compliance Monitoring
4. Tax Preparation and Filing
5. Advanced Support Services

# 1 Setup and General Administration



Our efficient back-office systems and operating procedures were designed by leading legal and tax professionals and in close consultation with the IRS. Our implementation team has extensive experience and a proven process to **GET YOUR FOUNDATION OPERATING QUICKLY AND EASILY** on the Foundation Source platform.

IF YOU PREFER TO HAVE YOUR ATTORNEY  
CREATE THE FOUNDATION, WE CAN LEND  
OUR EXPERTISE AS NEEDED



## New Foundations

If you are ready to start a private foundation, we can have you up and running in less than a week. We will:

- Provide the foundation structure (Delaware incorporation) as well as bylaws.
- Prepare and file Form 1023 to obtain IRS recognition of tax-exempt status.
- Supply essential policies and guidelines, which can be customized by the foundation and/or its advisors, for conflicts of interest, investing, and reimbursement of travel and other foundation-related expenses.
- Configure your cloud-based SaaS platform for managing foundation activities, and provide a detailed demonstration on how to use it. This includes:
  - Establishing individual access and activity rights for each member of the foundation as you designate
  - Configuring the grant and expense review processes in accordance with your needs
  - Uploading the foundation's incorporation documents, so they are readily available for future reference
- Coordinate with your designated financial, legal, and tax advisors, as required, to arrange access to the data we need for reporting and tax filings, including:
  - Proof of funding
  - Duplicate statements
  - Access to transaction information



## Established Foundations

If you already have a private foundation, we will coordinate with you or your designated advisor to facilitate a smooth transition to Foundation Source services.

Our implementation team will:



- **Configure your online platform for managing foundation activities, and provide a detailed demonstration on how to use it. This includes:**
  - Establishing individual access and activity rights for each member of the foundation as you designate
  - Configuring the grant and expense review processes in accordance with your needs
  - Uploading the foundation’s incorporation documents, so they are readily available for future reference
- **Review the foundation’s status in each state where it is registered or considered to be doing business to prepare for ongoing filings.**
- **Import the foundation’s grant history (from a provided data file that includes EINs).**
- **Set up grant budgeting and record any multi-year commitments.**
- **Coordinate with your financial, legal, and tax advisors, as required, to arrange access to the data we need for reporting and tax filings, including:**
  - Prior-year 990-PF and related filings
  - Duplicate statements
  - Access to transaction information

## KEY FEATURES

### General Administration

We provide a wide array of support services that range from processing your grants and expenses and coordinating payroll services (if needed) to managing the online access rights, granting limits, and expense submission/approval rights for each foundation member.

### Foundation Recordkeeping

We maintain detailed records of all foundation transactions and activities that are handled by or provided to Foundation Source. This includes funding and income, assets and valuations, granting, fees and expenses, substantial contributors, and meeting minutes. All information is available through our secure online platform we provide for your foundation.

### Transaction Accounting

Foundation Source tracks all investments and income in detail, and reconciles these data against statements provided by your foundation’s bank or brokerage firm. We also maintain a permanent record of each transaction for tax calculations and for historical recordkeeping and reporting.

### Document and Tax Record Archiving

Key foundation documents—including charter documents, tax filings, and board minutes—are organized and stored in a secure, central location with online access and search capabilities.

### Public Address of Record

The IRS mandates that certain foundation documents, such as the federal tax return (990-PF), be publicly available at a physical location. To facilitate compliance, Foundation Source maintains a Delaware office that is available to all of our clients for this purpose.

# 2 Transaction Processing

Foundation Source provides administration, disbursement processing, and recordkeeping for a **WIDE VARIETY OF FOUNDATION TRANSACTIONS.**



## Grant Transaction Processing

For every grant you make, Foundation Source takes care of the myriad of compliance, processing, and reporting details.



### KEY FEATURES

#### Contribution Processing

We record donations made to the foundation, collect donor information as required for tax purposes, and issue tax receipts.

#### Grant Disbursements

We process foundation grants, including the preparation of grant checks, grant and/or commitment letters, and terms and conditions. Your grants can be delivered to the selected nonprofit or to a designated foundation member, as directed. There are a number of additional options available, including anonymous grant letters and grant modification and termination agreements.

#### Fees and Expenses

We execute payments of approved foundation-related fees and expenses, including estimated taxes and fees for federal and state filings.

#### Payroll Processing

For foundations with paid staff, we provide a comprehensive payroll service that is fully integrated with our other foundation management services. You get online access to view and track your payroll anytime, along with direct access to payroll experts. These services are provided in conjunction with an external payroll service and facilitated by Foundation Source. Additional fees apply.

TAX REPORTING

GENERAL REPORTING

REVIEW NONPROFIT STATUS

COMPLIANCE REVIEW

GRANT PROCESSING

FINANCIAL REPORTING

GRANT TRACKING

5% CALCULATION



# 3 Active Compliance Monitoring

We monitor all foundation transactions processed through Foundation Source, as well as other activities that are reported to us by the foundation, to **HELP ENSURE COMPLIANCE** with IRS regulations.

## KEY FEATURES

### Verification of Each Grantee's 501(c)(3) Status as a Public Charity

Prior to releasing funds, Foundation Source reviews proposed grantee organizations to confirm that they are recognized by the IRS as valid 501(c)(3) public charities in good standing. For organizations not included in the IRS database (the IRS Business Master File Exempt Organization Extract), our charity research team will investigate the exempt status of potential grantees and provide guidance in the event that a proposed grantee is not a public charity.

### USA PATRIOT Act and Executive Order Due Diligence

Foundation Source checks grantee organizations against national and international watch lists of known/suspected criminal or terrorist organizations and individuals.

### Grants and Expenses

Our team of knowledgeable and highly trained professionals apply compliance checks and protocols to all disbursements before they are processed. When we become aware of grants or expenses that may violate IRS regulations (e.g. self-dealing, jeopardizing investments, taxable expenditures, excess business holdings, etc.), we alert you, and provide guidance and alternative approaches.



### 5% Minimum Distribution Requirement

We monitor the foundation's progress toward meeting its 5% annual distribution requirement. You can track this progress via our secure online platform.

### Board Memberships and Affiliations with Other Nonprofits

Grants going to charities that are controlled by foundation insiders are flagged for special oversight. In order for such grants to count toward the foundation's 5% minimum distribution requirement, those funds must be disbursed promptly by the grantee. We ensure that both you and the grantees are aware of these rules.

### Substantial Contributors

We identify and track significant contributors to the foundation, who are considered foundation insiders and therefore subject to self-dealing and other compliance regulations.

### Identification of Supporting Organizations

Some public charities, such as a university's alumni association, are special types of exempt entities called supporting organizations that require additional due diligence on behalf of the granting foundation. Foundation Source identifies these organizations and works with you to review alternate granting options, such as expenditure responsibility, that will accomplish your charitable intent while remaining in compliance with IRS regulations.

# 4 Tax Preparation and Filing



Foundation Source prepares, files, and maintains **ALL FOUNDATION-RELATED FEDERAL RETURNS AND ANY REQUIRED FILINGS** for the state in which the foundation is domiciled.

OUR FOUNDATION TAX EXPERTS CAN HELP YOU STEER CLEAR OF TROUBLE WITH PROPERLY PREPARED 990-PF TAX RETURNS



## KEY FEATURES

### Annual IRS Form 990-PF

We prepare and file the foundation's annual federal return. You will be notified when your tax questionnaire is ready to be completed and when your return is available for review within our online Tax Center. You may also use the Tax Center to communicate directly with our tax professionals about your foundation's return.

### Quarterly Estimated Taxes

Foundation Source calculates and sends payment to the IRS for the foundation's quarterly estimated excise taxes.

### Year-End Forms 1099 and 1042

We process payments and reimbursements to outside vendors, professionals, and independent contractors, and prepare and distribute the completed 1099s as applicable (1042s for non-U.S. citizens doing business in the U.S.).

### State Filings

Foundation Source handles all filings required by the state in which your foundation is domiciled, as well as for other states where filings may be required, when requested by the foundation. This may include tax returns, franchise taxes, and other registration requirements. (Additional fees apply for foundations required to file in multiple states.)

### Year-End Substantiation Receipts

We send letters to all foundation donors, as required by federal tax laws, to substantiate their charitable donations.

### Tax Records Archiving

We upload tax records to the foundation's online document archive and create back-ups at a secure data storage facility.

# 5 Advanced Support Services

Foundations that want to pursue ambitious philanthropic strategies may not have the expertise, in-house capacity, or time to handle the complex operational and compliance tasks that often accompany them. Outsourcing these functions to our in-house specialists who already know your foundation can be the **EASIEST, MOST COST-EFFECTIVE WAY TO ACCOMPLISH YOUR OBJECTIVES** and reduce the workload on donors, family members, and staff.

OUR STAFF OF FOUNDATION EXPERTS WILL GUIDE YOU EVERY STEP OF THE WAY, SO YOU CAN EASILY TAKE ADVANTAGE OF EVERY IRS-SANCTIONED OPTION TO ACCOMPLISH YOUR CHARITABLE GOALS



## KEY FEATURES

### ADVANCED GRANTMAKING SERVICES

#### Grant Agreements

Ensure that the foundation's best interests are represented when making major gifts, such as funding capital campaigns, grants that involve naming rights, restricted grants, gifts of complex assets, or complicated, multi-year programs.

#### Expenditure Responsibility Grants

Enable foundations to make grants to organizations that are not classified by the IRS as tax-exempt, 501(c)(3) public charities—such as civic organizations, other private foundations, foreign organizations, and even for-profit companies, when the object of the grant accomplishes a charitable purpose.

#### International Grants

Assist foundations in supporting organizations outside the U.S. by identifying compatible U.S.-based nonprofits and intermediary organizations; by undertaking expenditure responsibility; or by facilitating an equivalency determination, a process that demonstrates that an overseas charitable organization is functioning as the “equivalent” of a U.S.-based nonprofit.

#### Program-Related Investments and Recoverable Grants

Provide philanthropic, compliance, and tax guidance for foundations wishing to extend the impact of their grantmaking through loans, loan guarantees, and equity investments.

#### Scholarship, Fellowship, Prize, and Award Programs

Provide assistance in the design and development of scholarship, fellowship, prize, or award programs based on IRS guidelines. Includes submission of request for advance IRS approval as required for private foundations that want to make such grants directly to individuals, rather than through a nonprofit organization.

#### Grants to Individuals for Hardship/Emergency Assistance

Provide a streamlined process for making grants directly to individuals and families affected by a natural disaster, medical emergency, or other financial distress, without the need for prior approval from the IRS.

#### Direct Charitable Activities

Assist foundations that want to conduct their own charitable programs, such as a coat drive, soup kitchen, or grantee conferences.

## KEY FEATURES

### ADVANCED COMPLIANCE AND TAX SERVICES

#### Compensation Guidance

Provide education and other support related to IRS rules and best practices when establishing compensation arrangements for foundation insiders.

#### Federal 990-T Return

Prepare and file the required tax returns for foundations that generate Unrelated Business Taxable Income, as well as state filings where required.

#### Transition-Year Tax Returns

Prepare and file returns for established foundations that become a Foundation Source client in the middle of their tax year.

#### Amended Tax Returns

Prepare and file amended returns.

#### Financial Audit Support

Provide work papers, reports, trial balances, financial statements, and other assistance for foundations that are required to or choose to have an audit of their financial activities. (For IRS audits, we will collaborate with the foundation's designated counsel to provide materials for responding to IRS inquiries/audit requests.)

#### Foundation “Doing Business As” (DBA) Filings

Prepare and file necessary paperwork to establish a DBA identity. (Only available to foundations that are provided by Foundation Source.)

# Technology



1. Secure Online Platform
2. Online Research
3. Streamlined Grantmaking
4. Online Tracking
5. Online Reporting
6. Online Administration
7. Advanced Online Resources

# 1 Secure Online Platform

## MANAGING A PRIVATE FOUNDATION HAS NEVER BEEN EASIER.

Just log in to Impactfully, your private, password-protected foundation platform provided by Foundation Source. This award-winning technology simplifies control, communication, and collaboration, and provides foundation members with instant access and total transparency into the foundation. Make grants, monitor the foundation's activities, and connect with other foundation members at any time.

Although the intuitive, user-friendly platform requires no specialized training, your Private Client Advisor will ensure that you are aware of all the features and functionality available at your fingertips.

Our secure online platform is hosted at a secure facility, using a three-tier application architecture with redundant hardware, firewall protection, and off-site backup. All data is encrypted using security standards accepted by the financial services industry.

## KEY FEATURES

### Customized Rights and Permissions

Customize viewing rights and granting permissions for each authorized user.

### Streamlined Grantmaking

Make donations quickly and easily.

### Expense Processing

Submit expenses for payment through Foundation Source.

### Activity Monitoring

Review foundation activity for transparency into foundation operations.

### Asset Summary

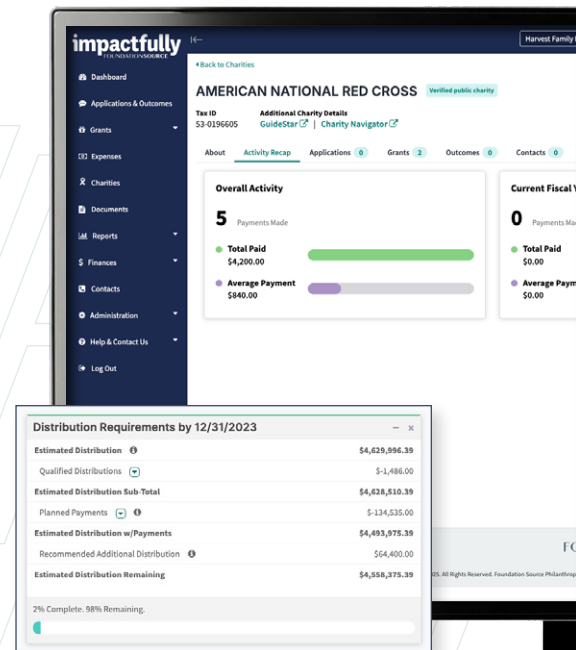
View an overview of foundation assets across all accounts.

### Tax Center

Manage alerts for required actions or issues that need your attention; communicate directly with our tax professionals about your foundation's return.

### Minimum Distribution Requirement

Track the foundation's progress toward meeting its annual minimum distribution requirement.



# 2 Online Research

We provide direct, **INSTANT ACCESS TO INFORMATION ON MORE THAN ONE MILLION IRS-APPROVED NONPROFITS** to help you learn more about potential grantees, easily perform due diligence, and make more informed granting decisions.

## KEY FEATURES

### Find a Charity

Search our extensive database using the nonprofit's name or tax ID number. Information on each nonprofit includes the address, contact information, tax ID, financial summary, and links to in-depth information and analysis from GuideStar® and Charity Navigator® (as available).<sup>1</sup>

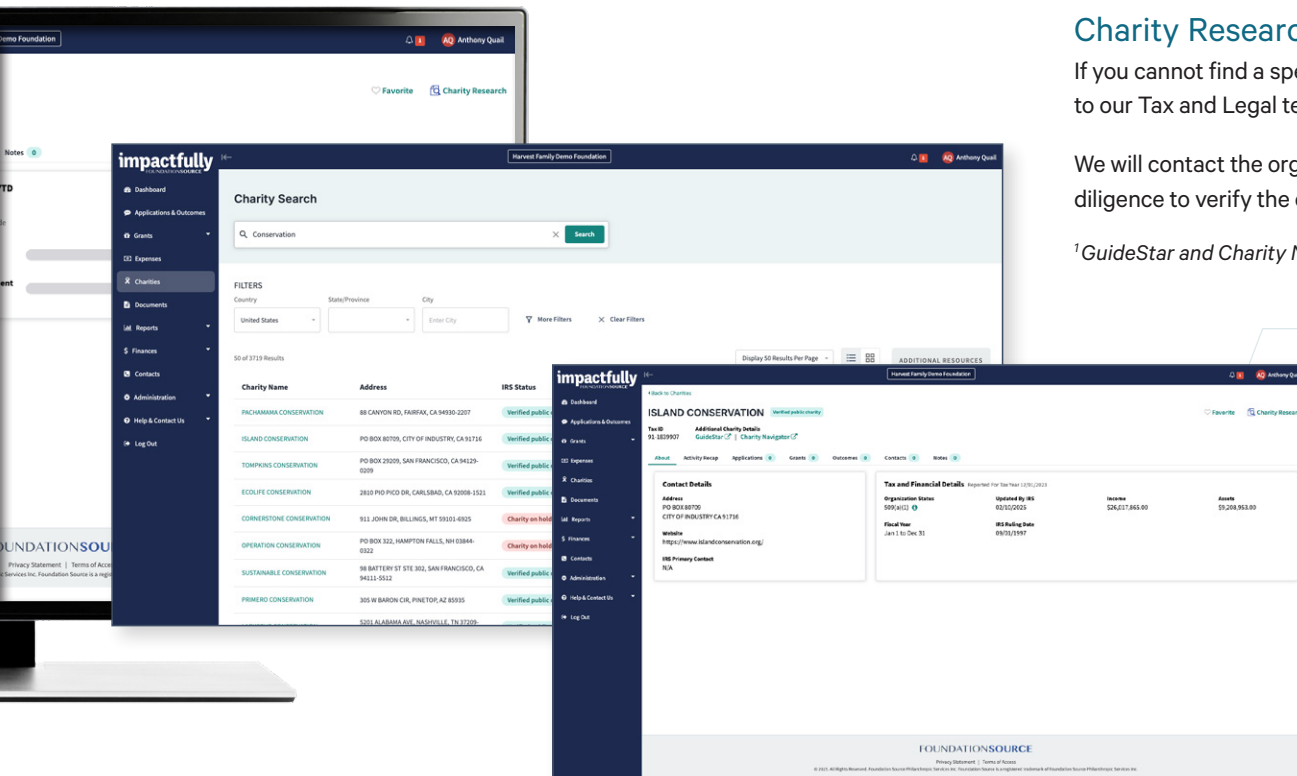
- GuideStar provides detailed financial and programmatic information on the nonprofit, access to prior years' 990 tax returns, and organizational profiles, including officers and directors.
- Charity Navigator provides analysis, measures of effectiveness against specific criteria, and comparisons to other nonprofits in the same "peer group."

### Charity Research

If you cannot find a specific nonprofit in our database, you can submit a research request to our Tax and Legal team.

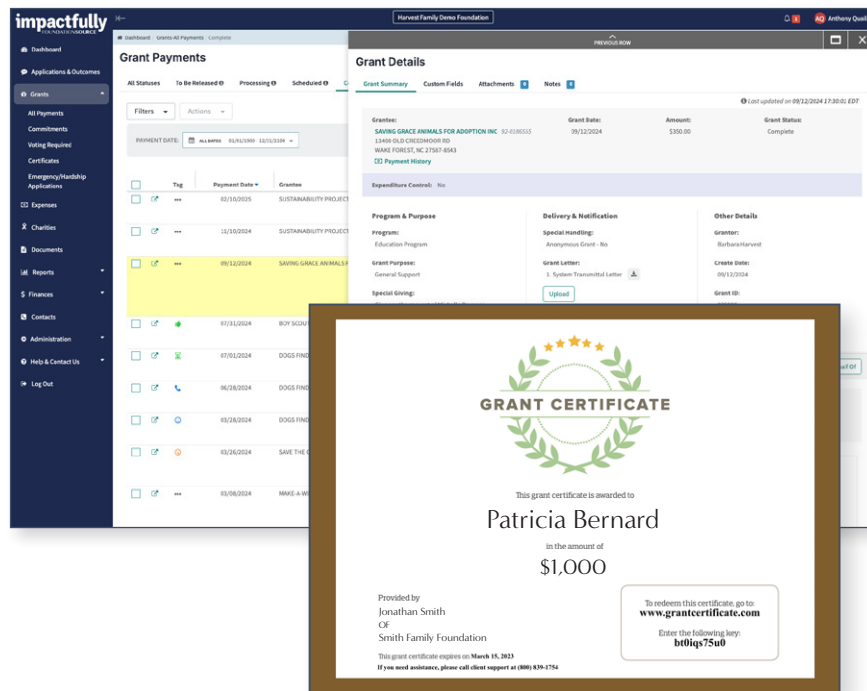
We will contact the organization, as well as the IRS when necessary, to perform due diligence to verify the organization's exempt status.

<sup>1</sup>GuideStar and Charity Navigator are trademarks of their respective organizations.



# 3 Streamlined Grantmaking

**ORGANIZE AND SUPPORT YOUR COMPLETE GRANT LIFECYCLE** with applicant partnership tools, grant request tracking, committee voting, curated templates, self-service grantee status review, and progress reporting in an elegant grantmaking solution.



## KEY FEATURES

### Customizable Grant Attributes

- Granting options include:
  - One-time, multi-payment, or recurring grants
  - Future-dated grants
  - Anonymous grants
  - Unrestricted or specific-purpose grants
  - Grants “in memory of” an individual
  - Grants “in honor of” an individual

### Customized Grant Approval Workflows

Automate the review process for grants that require approval by a committee or a designated individual before being processed. The approval process can be customized by the individual foundation member, dollar amount (both per grant and per year), program area, and more.

### Favorite Charities

Review a list of nonprofits the foundation has funded, is considering funding, and those bookmarked for future reference. Allows quick access for performing nonprofit research and recurring grants.

### Emergency, Hardship Assistance, and Medical Distress Grants

Provide immediate financial assistance directly to individuals and households in need due to a natural disaster, economic distress, or a medical crisis. Foundation Source worked directly with the IRS to develop this program, so it complies with pertinent IRS rules. These grants do not require advance IRS approval as long as certain procedures are followed.

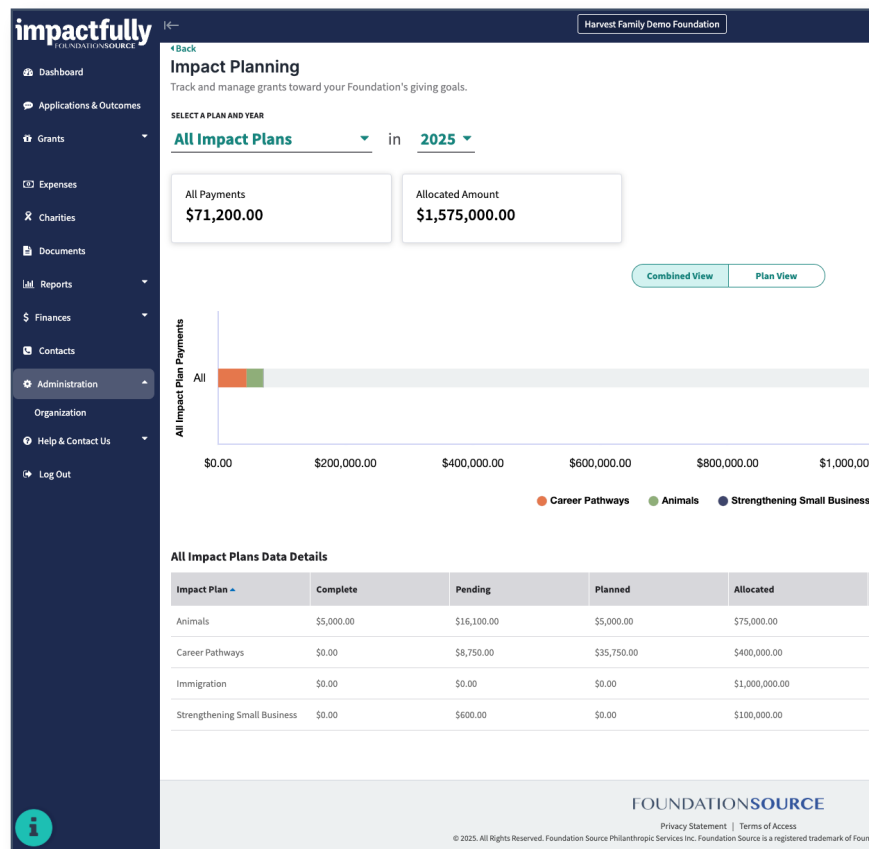
### Grant Certificates

Extend limited granting rights to individuals who do not have official granting authority (e.g., extended family members, friends, and business associates). Each grant certificate is issued in a specific dollar amount, as determined by the foundation, and, if desired, can require additional approval prior to funds being disbursed.



# 4 Online Tracking

You can **TRACK THE STATUS OF EVERY PENDING OR COMPLETED GRANT AND ALL FOUNDATION EXPENSES** processed through Foundation Source.



## KEY FEATURES

### Grant History

Track grants by date, amount, grant purpose, the individual who initiated the grant, grantee, program area, and report code. For grants that require board or committee approval, our secure online platform maintains a record of approved and rejected grants. Grant letters are attached to the historical grant record for easy retrieval. You can also upload additional documentation and make notes for each grant.

### Grant Status

Review the status of any grant that has been initiated by the foundation but not yet processed by Foundation Source. Includes grants submitted by individual foundation members to a grant committee (if applicable) but not yet approved, as well as grants that have been submitted for future payment. Grants can be scheduled to be paid automatically, according to schedule, or can be placed “on hold” to allow for review and consideration before being released into the system for processing.

### Funding History

View a record of all contributions made to the foundation since becoming a Foundation Source client. Information includes the name and address of the contributor, and the date, amount, and type of asset contributed. Historical data can also be uploaded, if provided to us in an acceptable electronic format.

### Expenses

Submit invoices and reimbursement requests, and monitor the foundation’s spending by reviewing details on all expenses paid by the foundation through Foundation Source, as well as those awaiting processing. The expense module includes built-in compliance monitoring that highlights potential compliance issues and helps prevent disbursements that might result in a penalty. Copies of all invoices, receipts, and reimbursement requests are attached to each expense record when the expense is processed by Foundation Source.

# 5 Online Reporting

We provide **EASY ACCESS TO FINANCIAL AND GRANT INFORMATION**, enabling transparency into foundation activities for authorized users. The Report Library includes a variety of report templates. You can define the parameters for each report in order to review the specific information you need.

## KEY FEATURES

### Grant Activity Reports

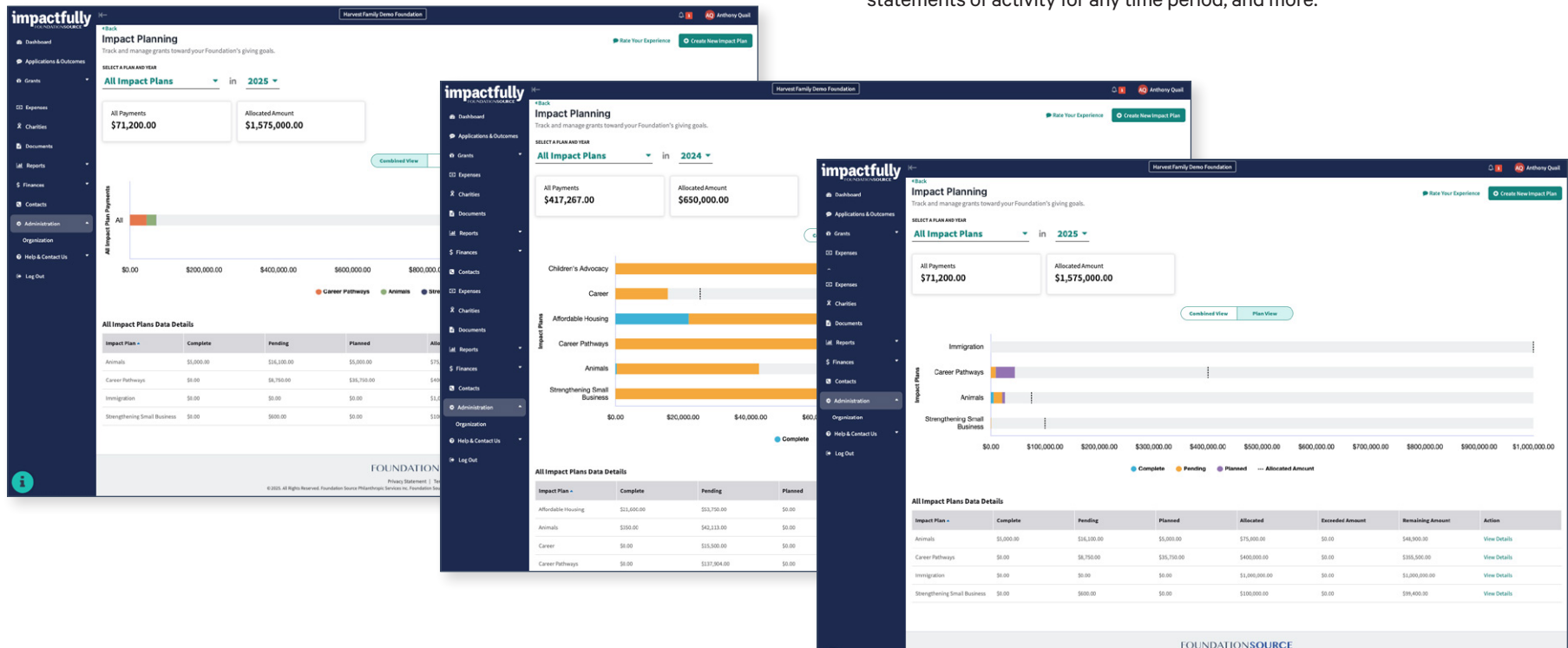
Segment and analyze grant history by time period, grant recipient, or granting individual; run a report of grants in process or awaiting committee approval; monitor future grant commitments; review a history of foundation funding; and report on proposals submitted to the foundation (when using *Applications*, our grants management add-on feature).

### Expense Reporting

Monitor reports of all foundation taxes and expenses paid through Foundation Source.

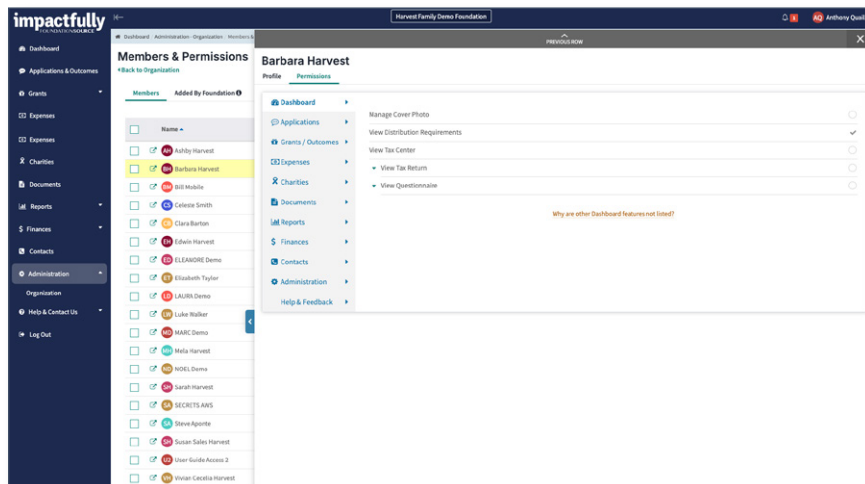
### Financial Reporting

Track foundation assets and transaction activity, annual distribution requirements, statements of activity for any time period, and more.



# 6 Online Administration

Our online platform includes additional tools to help you **MANAGE DOCUMENTS, FOUNDATION MEMBER PROFILES, AND MORE.**



## KEY FEATURES

### Foundation Documents

Store, organize, and share records, minutes, and other information relating to foundation activities in this electronic filing system. You can create your own folders and add, edit, and delete files.

### Foundation Archives

Access corporate, tax, and other foundation documents that have been uploaded by Foundation Source.

### Organization Profile

Access the names and titles of foundation officers, directors, and others who have a formal role within the foundation.

### Personal Profile

View the contact information we have on file for you. This is used for communications from Foundation Source and to inform us of affiliations you have with other charitable organizations. (Grants made to charitable organizations that are controlled by foundation insiders require special oversight.)

### Report Codes

Set up, view, and manage the categories and subcategories your foundation uses to track, analyze, and report on grants and expenses.

SUPPORTING MORE THAN 8,000 USERS,  
OUR INNOVATIVE TECH PLATFORM  
HELPS PRIVATE FOUNDATION'S POWER  
UP THEIR PHILANTHROPY

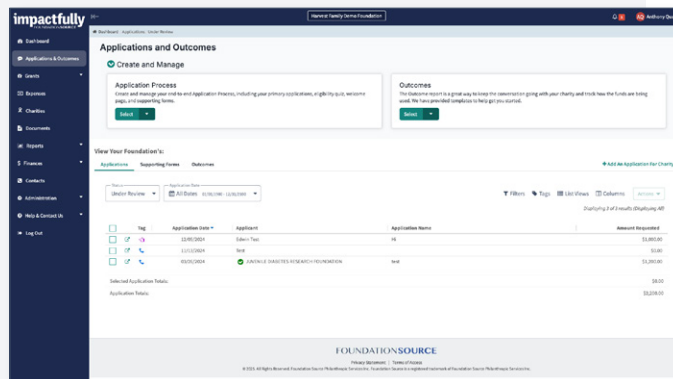


# 7 Advanced Online Resources

*Applications* and *Outcomes* are optional, easy-to-use modules that **STREAMLINE AND AUTOMATE YOUR FOUNDATION'S GRANTMAKING** from application and grant disbursement to the collection of reports on those grants.

## Applications

Our web-based grants management service makes it easy to accept grant applications online, then organize, review, track, and reply to those requests with just a few clicks and key strokes. This powerful technology is fully integrated with our core services that include research tools, grant processing, and reporting. It's intuitive and simple for anyone to use.



## KEY FEATURES

### Grants Management Consulting

Consult with a Philanthropic Director on the foundation's philosophy, approach, and process for soliciting, receiving, reviewing, approving, and following up on grant proposals based on industry best practices and our extensive experience in working with private foundations.

### Online Application Process

Reduce the foundation's paperwork and avoid misplaced files by having applicants submit their grant requests online. The online application can include any number of required fields to prevent applicants from submitting incomplete requests. Each applicant's submissions and attachments are stored together in an electronic file cabinet, simplifying retrieval.

### Online Eligibility Quiz

Filter out applicants who don't meet the foundation's eligibility guidelines and funding criteria before they submit a full application, saving everyone time and effort.

### Online Dashboard

Simplify the review process by quickly identifying those requests most relevant to the foundation's mission. Track, review, and respond to grant requests online as they are submitted, rather than assembling and sending out bulky board books prior to each board meeting.

### Communication and Collaboration Tools

Collaborate with other foundation members and communicate directly with applicants. Keep notes on site visits, read comments from board members and external reviewers, and conveniently store private notes.

### Correspondence Management

We will develop a full complement of customizable correspondence templates, so you can quickly generate letters and emails for common activities such as acknowledging receipt of applications, requesting more information, and notifying applicants of awards or declinations.

# Outcomes

Our automated, online service helps you track the impact of your foundation's grants, monitor performance, and collect key performance information from nonprofits, including:

- How grant funds were spent
- Grantees' progress toward goals
- Unexpected challenges
- Lessons learned
- What's working and what's not

## KEY FEATURES

### Prescheduled Reports

Automate the process of requesting reports from your grantees and collect information on the results and impact in a consistent format, so foundation members can easily compare effectiveness across multiple grantees.

### Automated Reminders

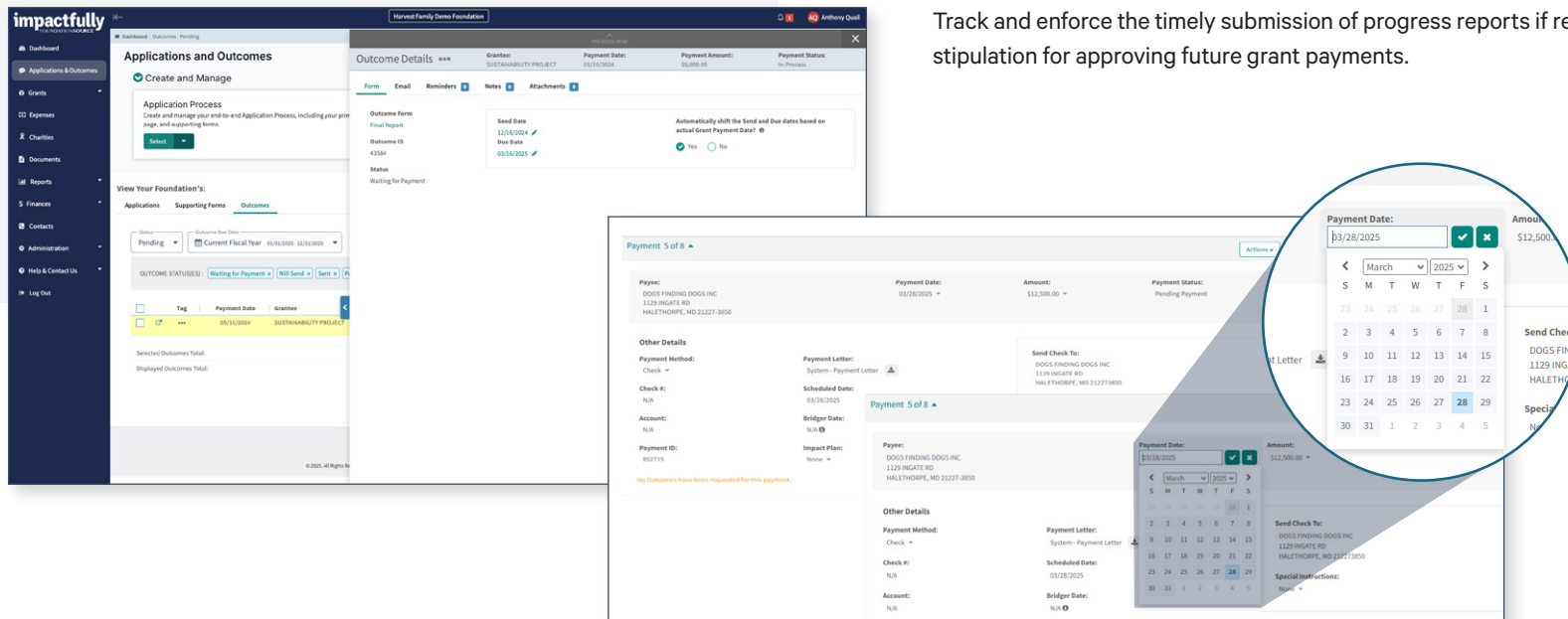
Grantees receive reminders when monitoring reports are due. When they are overdue, *Outcomes* will send follow-up notifications, obviating the need for foundation members to stay on top of deadlines and enforce them.

### Customized Forms

Using forms customized for your foundation, grantees can easily submit progress reports online.

### Report Tracking

Track and enforce the timely submission of progress reports if required as a stipulation for approving future grant payments.



# Expertise



1. Advisory Services
2. Philanthropic Advisory Services



# 1 Advisory Services

Whether you're just getting started or building on years of success, **OUR IN-HOUSE EXPERTS HELP YOU GET THE MOST OUT OF YOUR FOUNDATION.** Our tax professionals provide proactive tax planning in addition to their assiduous preparation of your foundation's returns. Our philanthropy experts help you explore innovative philanthropic strategies, and our legal professionals ensure that these activities are compliant with IRS rules and regulations. Together, our team of internal experts can help your foundation take advantage of every IRS-sanctioned capability, including:

- Grants paid to individuals for disaster relief and hardship assistance
- Awards and scholarships
- International grants
- Program-related investment loans, loan guarantees, and equity investments
- Direct charitable activities



WITH FOUNDATION SOURCE, YOU GET IMMEDIATE ACCESS TO A TEAM OF PRIVATE FOUNDATION EXPERTS, WITHOUT ADDING EMPLOYEES OR BUILDING UNNECESSARY INFRASTRUCTURE /



## Dedicated Support

Every Foundation Source client is supported by a **DEDICATED PRIVATE CLIENT ADVISOR**, a professional who will oversee your foundation's day-to-day activities. Through regular conversations via phone, email, and in-person meetings, your Private Client Advisor will get to know you and your goals for the foundation, so that he/she can proactively recommend resources to inform your grantmaking, help you prepare for an upcoming board meeting, or introduce you to other Foundation Source clients. When specialized expertise is required, your Private Client Advisor will reach out to our in-house philanthropy, tax, and legal experts to engage their advice and support, ensuring that you benefit from the full depth and scope of our services.

“Our family is grateful to work with our Private Client Advisor. He has done a fantastic job for our foundation and recently provided a very thorough presentation at our annual meeting.”

— **JEFFERY EARLS**  
PRESIDENT, THE JOHN C. GRISWOLD FAMILY FOUNDATION

## KEY FEATURES

### Responsive Customer Service

You can count on your Private Client Advisor to deliver a high-quality experience when working with Foundation Source. He or she will work directly with you and other foundation board members, staff, and advisors to help the foundation accomplish its goals.

### Online Platform Support

Your Private Client Advisor ensures that all users are fully knowledgeable and comfortable in navigating and using our online platform.

### Compliance Support

Private Client Advisors take the lead in ensuring that your foundation is in compliance with IRS regulations by reviewing all transactions, such as grants and expenses, as they are processed by Foundation Source. They will identify expenses that qualify toward satisfying the annual 5% minimum distribution requirement versus those that do not. Your Private Client Advisor will collaborate and coordinate with our experienced accountants and tax experts to ensure that deadlines for estimated quarterly tax payments and state and federal filings are met.

### Implementation Support for Advanced Services

Private Client Advisors coordinate with Foundation Source experts in our tax, legal, finance, technology, and philanthropic advisory departments to meet the unique, advanced service needs of each foundation.

### Board Book Preparation

Private Client Advisors can help you prepare board books for meetings. These books might include grant proposals and reports, board recommendations and approvals, financial activity reports, etc.



# 2 Philanthropic Advisory Services

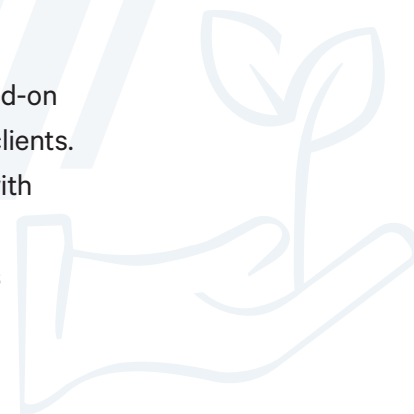
Our **PHILANTHROPIC ADVISORY SERVICES (PAS)** team is comprised of in-house subject matter experts with decades of experience in foundation leadership, private and corporate grantmaking, and wealth planning. They have a deep knowledge of foundation governance, strategic planning, program and portfolio development and management, grantmaking practices, next-generation engagement, and monitoring and evaluation.

As seasoned relationship managers, they have extensive experience working with ultra-high-net-worth individuals and families. Whether you have questions or issues with governance, program development, substantial increases or decreases in assets, shifts in leadership, or plans to change or end grantmaking, our experts are here to help.



## GET EXCLUSIVE ACCESS TO EXPERTS

Our Philanthropic Advisory Services are available as add-on engagements for current and new Foundation Source clients. Whether you choose an individual, dedicated session with our subject matter experts or want to join like-minded peers in a small group setting, our virtual engagements are here to support your foundation's unique needs and help you grow, adapt and thrive.



There are many scenarios where our Philanthropic Advisory Services team can provide guidance to support your foundation's unique goals. Below are the three types of foundations we support along with four scenarios where our in-house subject matter experts can provide information, guidance or a custom engagement.

### Family Foundations

From adding next-generation members to a board to navigating changes in leadership, our PAS team can provide guidance and best practices to ensure your family legacy lives on in perpetuity.

### New Foundations

Starting a new foundation is an exciting first step in your philanthropic journey. Our PAS team can help you successfully navigate each key milestone—from establishing program focus areas to developing governance structure and impact objectives.

### Corporate Philanthropy

Whether you're establishing a new corporate foundation, facing a corporate merger or need to train corporate staff on philanthropic activities such as due diligence and grantmaking protocols, communications, and foundation governance, we're here to help.

## AREAS WE CAN PROVIDE EXPERTISE

### Leadership

Have a new corporate or family leadership with no background in philanthropy? Planning to hire staff or a new executive director? We've got you covered!

### Asset Growth

As your foundation's assets ebb and flow due to liquidity events, the closing of an estate or another asset growth, we can help you reassess or adjust your giving goals to ease the process of increased distributions.

### Governance

From developing succession plans to establishing decision-making practices and policies that fit your foundation's needs, our expertise in governance can help you set your foundation on a clear course.

### Developing Grantmaking Tools

We can help identify priority areas for giving, work with foundations to build grant selection criteria, and assist in thinking through how to measure success.



## Why Foundation Source?



97%  
Client Retention



20+ Years  
of Helping  
Foundations



\$26B+ in  
Foundation  
Assets



2,000+ Network  
of Philanthropic  
Peers



Nationwide  
Support

## ABOUT FOUNDATION SOURCE

**Foundation Source is the leading provider of philanthropic software and services.** At the forefront of PhilTech, Foundation Source is the partner of choice for flexible software and services that offer end-to-end support for private foundations, donor-advised funds and planned giving. We offer a range of purpose-built, cloud-based platforms that facilitate all stages of giving and a configurable suite of administrative, compliance, tax, and philanthropic advisory services for donors, nonprofits and charities, and professional advisors, including RIAs and financial institutions serving wealth management and private banking clients.

**With 70 years of combined experience, Foundation Source empowers people and companies to create a better world through philanthropy.** We support more than 4,000 charitable organizations, administer more than \$26 billion in foundation assets, and facilitate more than 120,000 grants and planned gifts annually.

## HAVE A QUESTION?

Call 800.839.0054 or send us an email at [info@foundationsource.com](mailto:info@foundationsource.com).

[www.foundationsource.com](http://www.foundationsource.com)

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