FOUNDATIONSOURCE

Client Meeting Checklist

GET READY!

To help you prep for your next meeting and have a productive conversation, we've pulled together key questions to ask your charitably inclined clients. Whether your client is considering a charitable vehicle or already has a private foundation, use these questions to help guide the discussion wherever they are on their philanthropic journey. You can also check out our Client Meeting Kit that will help you before, during and after your client meetings.

Start Here: Understanding Client Motivations

COMPLETE ☐

Clients typically approach philanthropy from a personal perspective, so try asking the following:

- ☐ How important is charitable giving to you at this point in your life?
- ☐ Are there issues or problems facing society that have also touched your family?
- ☐ Are there personal goals that you've set for yourself that philanthropic giving could accomplish?
- ☐ What causes or organizations do you currently support and why?
- ☐ Are there charitable causes or specific organizations that you would like to support but haven't had the opportunity or time?
- ☐ How would you like to be remembered? What kind of legacy do you want to leave?
- ☐ Do you want to engage your family in your philanthropy, or do you envision it as more of a solo project?

For Clients Considering a Charitable Vehicle

COMPLETE ☐

These questions will help you assess your client's current and prospective needs and enable you to determine which charitable vehicle might be the best fit.

- ☐ What motivates you to establish a charitable vehicle?
- ☐ Are you considering a particular charitable vehicle?
- ☐ How important is control over your investments? Over grant decisions?
- ☐ Are you planning to include your family in your philanthropy?
- ☐ Will you want to go beyond traditional gifting to other forms of support, such as loans, international giving, scholarships, awards, and donations made directly to individuals and families in need?
- ☐ Is anonymity a must-have? For some donations? All donations?
- ☐ Do you want to be able to reimburse charitable expenses?
- ☐ How would you like to fund your charitable vehicle, both initially and in the future? What level of funds would you like to start with?
- ☐ Would you like to hire staff or compensate family members for their philanthropic work?

For Clients Considering a Charitable Vehicle (continued)	COMPLETE
☐ How long do you want your philanthropic legacy to continue? Do you want your family to retain control over your charitable assets in perpetuity? ☐ Do you want to run your own charitable programs (e.g., winter coat drive, school supply backpacks)? ☐ Are you planning any major gifts or multi-year commitments that might require a formal agreement with the grantee? ☐ What types of assets do you plan to donate? Do you have highly appreciated personal property or real estate that you would like to contribute? ☐ Will your initial choice of charitable vehicle be an irrevocable decision? Might future events inspire you to change your mind and move funds from this charitable vehicle to another?	☐

For Clients with Established Private Foundations	COMPLETE

By asking the following questions around what's working well and what's not as satisfactory, you can engage your clients around their foundations and assess their needs.
☐ What motivated you to start your foundation? Is the foundation living up to your original vision?
☐ How do you currently administer your foundation? Which parts of running a foundation go easily and which are more time-consuming?
☐ How much time do you spend on foundation administration? Can you keep up with everything that needs to be done?
☐ When you need guidance or have a question, who do you talk to about funding, compliance, mission, governance, and grantmaking?
☐ What measures have you taken to minimize the risk of compliance issues and their potential for reputational harm?
☐ How does your family engage with your foundation? To what degree would you like them to be more involved?
☐ Are you satisfied with the results you're getting from your grantmaking?
☐ Do you feel like you're making a real difference?
☐ How do you see your foundation changing in the next five years? Do you anticipate any of the following events?
    ☐ Change of foundation leadership (e.g., next generation)
    ☐ Influx of assets to endowment from sale of business or inheritance
    ☐ Retirement of trusted advisor or key staff member
    ☐ Geographic dispersion of family members
☐ How do you connect with other like-minded funders and stay on top of trends and best practices in philanthropy? Would you like to network with other foundations like yours?
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HAVE A QUESTION?

Call 800.839.0054 or send us an email at info@foundationsource.com.

www.foundationsource.com

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