

## New Premier Services

Foundation Source recently acquired Pacific Foundation Services, a foundation management organization based in San Francisco providing philanthropic strategy, grants management, and enhanced accounting support to some of the Bay Area's largest foundations.

In addition to our core tech-enabled administrative solutions and philanthropic advisory services, we are pleased to offer these additional services to help Premier foundations streamline their operations and accelerate their impact. **Please speak with our National Philanthropy Executive or Philanthropic Advisory Services team for more information.**

### Grantee Relations

---

- Proactively identify potential grantees and solicit grant proposals, when appropriate
- Assure requests for proposals and/or applications align with foundation priorities and nonprofit needs, revisiting and making changes as needed
- Perform due diligence of potential grantees
- Engage grantees on programmatic aspects of the grantmaking process, including communicating details of funding decisions and terms (if approved), monitoring the activities of grantees and other foundation projects and tracking progress against grant requirements
- Manage grantee communication including responding to requests for information and technical support from applicants and grantees
- Present grant recommendations
- Document and maintain foundation grantmaking guidelines and procedures
- Review, verify, and document grantee eligibility
- Send reminders to submit required materials, including missing application materials, grant agreements, and reports
- Prepare application materials for staff and board review

- Manage the grant post-award process by preparing grant agreements, collecting grantee acknowledgement letters, receipts, and reports from grantees
- Manage grant payment schedule and payment process including communication with grantees and accounting to initiate and record payments
- Create and maintain a process for capturing grantee demographic data, providing analysis to the team as relevant
- Create annual year-end grants analysis to provide a data snapshot for donors
- Coordinate and host annual site visits for board members as appropriate

### Specialized Accounting Services

---

- Develop and maintain budgets for operational expenses and grantmaking targets
- Prepare monthly financial reporting, including Statement of Financial Position and Statement of Activities
- Establish, document, and maintain procedures for cash management, fund transfers, disbursements, and other internal control protocols
- Build or improve multi-year and program-based budgeting tools
- Implement improved workflows, chart of accounts, automation
- Evaluate and enhance policies and procedures to reduce risk and increase transparency
- Streamline and document financial close processes for efficiency and accuracy
- Design scalable, compliant processes for private foundations
- Coordinate pre-audit planning, compile PBC lists, and liaise with auditors
- Complete corporate filings required by state and federal agencies
- Help board members understand financial statements, nonprofit finance concepts, and fiduciary duties
- Design board reports with spending trends, and scenario models
- Design and prepare tailored financial reports for boards and program staff