

## MENU OF SERVICES

Blue Grass Community Foundation helps individuals, businesses, foundations and nonprofit organizations channel their resources to support causes they care about and to meet community needs. Through the following menu of services our professional staff offers our clients and donors strategic grantmaking and philanthropic planning, invests charitable assets and administers crucial day-to-day back-office foundation work.

What services are available?	What is included?
<b>Purpose and Structure Consultation</b>	<ul style="list-style-type: none"> <li>▪ Assess and develop mission and vision consistent with purpose and goals</li> <li>▪ Work with Advisory Board to determine policies and procedures, including size, term limits, skills, committee structure, succession plan and conflict of interest policy</li> </ul>
<b>Grantmaking Program Consultation</b>	<ul style="list-style-type: none"> <li>▪ Develop strategic philanthropy plan and/or grantmaking guidelines</li> <li>▪ Conduct research on specific issues or geographic areas</li> <li>▪ Consult grantmaking best practices and procedures</li> <li>▪ Assist with grantmaking decisions, conduct site visits and analyze applications</li> <li>▪ Evaluate and review grant recipients' final reports</li> <li>▪ Notify recipients and non-recipients of final funding decisions</li> </ul>
<b>Due Diligence of Potential Nonprofit Grantees</b>	<ul style="list-style-type: none"> <li>▪ Confirm the 501(c)(3) status of all potential grantees, their correct mailing address and primary contact</li> <li>▪ Confirm an organization's mission and ensure the grant purpose complies with IRS regulations</li> </ul>
<b>Accounting Services</b>	<ul style="list-style-type: none"> <li>▪ Set-up operating and/or grants budgets and annual payout</li> <li>▪ Produce and monitor budgets and annual payout</li> <li>▪ Online account access</li> <li>▪ Quarterly account statement production</li> <li>▪ Attend Advisory Board meetings</li> </ul>
<b>Annual Form 990 Filing and Audit</b>	<ul style="list-style-type: none"> <li>▪ File combined Form 990 with Federal and Kentucky offices</li> <li>▪ Prepare combined financial statements</li> <li>▪ Engage annual auditor</li> </ul>

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<b>Investment Management</b>	<ul style="list-style-type: none"> <li>▪ Choice to use Foundation general investment pool or recommend outside investment advisor</li> <li>▪ Quarterly account statement production and review</li> <li>▪ Online account access</li> <li>▪ Invitations to periodic trainings on planned giving, best practices, accounting, investment and development topics</li> </ul>
<b>Grants Administration</b>	<ul style="list-style-type: none"> <li>▪ Items described in “Due Diligence of Potential Nonprofit Grantees” section above</li> <li>▪ Facilitate grantmaking requests</li> <li>▪ Solicit proposals</li> <li>▪ Serve as a liaison between Advisory Board, applicants and grantees</li> <li>▪ Research, evaluate and recommend potential grantees</li> <li>▪ Monitor use of funds</li> <li>▪ Review and report on grantee effectiveness</li> <li>▪ Issue and distribute grant checks to grantees with personalized grant letter and grant agreement, as necessary</li> <li>▪ Set-up and monitor grants budget and annual payout</li> </ul>
<b>Grants Administration (for grants to non-501(c)(3) organizations)</b>	<p>Adhere to IRS Guidelines for Expenditure Responsibility, the Community Foundation exerts all reasonable efforts and establishes adequate procedures:</p> <ol style="list-style-type: none"> <li>1. To see that the grant is spent only for the charitable purpose for which it is made</li> <li>2. To obtain full and complete reports from the grantee organization on how the funds are spent; and</li> <li>3. To make full and detailed reports on the expenditures to the IRS.</li> </ol>
<b>Seminars and web-based trainings on topics such as development, endowment building, planned giving, effective grantmaking, legislative impacting nonprofits, etc.</b>	<p>We offer webinars and in-person events to nonprofits and donors/clients and partner with national organizations to bring you, free of charge, interesting and timely sessions.</p>
<b>Accepting Gifts and Charitable Trusts</b>	<p>The Community Foundation can accept and process many types of gifts on behalf of your fund, including: cash, publicly traded securities, mutual funds, retirement plan assets, saving bonds, real estate, insurance policies, tangible personal property, LLP/LLC shares, Charitable Gift Annuities, Charitable Remainder Trusts,</p>

*A Memorandum of Understanding or MOU will be created between each client/donor and the Community Foundation outlining specific services and fees. An MOU can be drafted to include any combination of the above menu of services.*

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	<p>Charitable Lead Trusts, Life Estates, and life estates. The Community Foundation can also:</p> <ul style="list-style-type: none"><li>▪ Facilitate the legal proceedings associated with the transfer of charitable trusts to the Fund</li><li>▪ Accommodate anonymous gifts</li><li>▪ Acknowledge all gifts with appropriate tax language for personal income tax filings</li></ul>
<p><b>Full Access to DonorEdge Technology (GoodGiving.net)</b></p>	<p>The DonorEdge Technology offered by the Community Foundation is a unique on-line resource designed to enrich donors' knowledge about the nonprofit sector and encourage effective charitable giving in our region. The technology provides:</p> <ul style="list-style-type: none"><li>▪ Vital facts about a nonprofit's mission, management, governance, finances, and programs drawn together to create detailed portraits</li><li>▪ Customized reporting on nonprofits grantees and the nonprofit sector</li><li>▪ Customized investment reviews to help Advisory Board analyze grantmaking effectiveness</li></ul>