



2017 COMMUNITY FOUNDATION BOOT CAMP

Basic Training for Community Foundations

Boot Camp is program of the Indiana Philanthropy Alliance. The goal of the 2-day program is to provide a comprehensive overview of the structure and operations of a community foundation. Below is the outline of the curriculum which takes **12 hours** to complete.

UNIT 1 – COMMUNITY FOUNDATION OVERVIEW

- Definition, roles, history
- National Standards
- IRS Code and tax exempt orgs
- Key legal concepts
- Key legal documents

UNIT 2 – FUND MANAGEMENT

- Definition of component fund
- Types of funds
- Fund agreements
- Fund management issues
- Community project funds/fiscal sponsorship
- Donor relations re funds
- Variance power
- UPMIFA code
- Making changes to funds

UNIT 3 – GOVERNANCE

- Key legal concepts in governance
- Governance vs. management
- Unique challenges of CF boards
- Board leadership
- Board orientation and education
- Board member and exec roles
- Strategic planning
- Triple A board roles – ambassador, advocate, asker

UNIT 4 – ASSET DEVELOPMENT

- Types of gifts/planned gifts
- Asset building vs. fundraising
- Working with professional advisors
- Donor characteristics
- Donor stewardship and engagement
- Policies and planning

UNIT 5 – FINANCE AND INVESTMENTS

- Understanding fiscal responsibility
- Investment/Finance/Audit committee(s)
- Investment policy/spending policy
- Working with investment professionals
- Asset allocation
- UPMIFA
- Investment request-for-proposal
- Fund accounting
- Financial statements vs. audit
- Financial reports to board
- Operating budget
- Reporting
- Audit
- Tax compliance – Form 990
- Public support test

UNIT 6 – GRANTMAKING AND COMMUNITY LEADERSHIP

- Grant guidelines and processes
- Responsive and strategic grantmaking
- Legal issues in grantmaking
- Expenditure responsibility
- Scholarship grants
- Types of community leadership

UNIT 7 – OPERATIONAL SUSTAINABILITY

- Sustainable revenue sources
- Asset-expense mismatch
- Fund types as products
- Simple cost analysis
- Fee model of CFs
- Calculating your sustainability
- Developing a sustainability plan
- Ideas to improve sustainability

UNIT 8 – COMMUNITY FOUNDATION LIFECYCLES

- Major influences in the development of community foundations
- Growth cycles of community foundations
- Future challenges