

THE WILLIAM BINGHAM FOUNDATION

PROCEDURES MANUAL

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SECTION I - FOUNDATION GOVERNANCE

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- 1.1. The **Mission** Statement summarizes the purposes and goals of The William Bingham Foundation.
- 1.2. **Board Eligibility** describes the requirements an individual must meet in order to be elected a Member or a Trustee of the Foundation.
- 1.3. **Board Duties and Responsibilities** serves as a position description for Members and Trustees of the Foundation.
- 1.4. **Duties of Officers** serves as a position description for the President, Vice President, Secretary, and Treasurer of the Foundation beyond the normal duties of Members and Trustees.
- 1.5. **Committee Functions** provides an overview of the activities and responsibilities of the various committees of the Board of Trustees.
- 1.6. **Organization Chart** outlines the governance structure of the Foundation.
- 1.7. **Trustee Information** contains information about Trustees of The William Bingham Foundation.
- 1.8. **Conflict of Interest Policy** contains a policy identifying potential conflicts of interest and suggesting practices designed to avoid them.

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SECTION 2 – TRUSTEE EDUCATION

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- 2.1. **Training Procedures** describes the purpose and format of the Trustee Handbook – Volume I, History and Orientation, and Volume II, Procedures Manual – and the Board of Trustees Meeting Books.
- 2.2. **Questionnaire for Prospective Trustees** contains a questionnaire administered to prospective trustees to determine their interest in various aspects of The William Bingham Foundation and identify areas of expertise.
- 2.3. **Support for New Trustees** provides information on sources of information and assistance for new trustees.
- 2.4. **Trustee Interests Questionnaire** contains a questionnaire used periodically to obtain information about the interests and grantmaking priorities of individual trustees.

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SECTION 3 - BOARD OF TRUSTEES MEETINGS

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- 3.1. **Meeting Procedures** contains a narrative description of meeting preparation procedures and the various items appearing on the meeting agenda.
- 3.2. **Sample Agenda** contains an actual agenda for a recent Foundation meeting to illustrate the types of actions taken and issues addressed at a typical meeting.
- 3.3. **Sample Minutes** contains actual minutes of a recent Board of Trustees meeting to illustrate content of minutes.

Related information on grant proposal review is found in Section 4.

Policy for reimbursement of Trustees for meeting expenses is found in section 6.5.

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SECTION 4 – GRANT PROPOSALS

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- 4.1. **Proposal Review Process** contains a narrative description of the process of preparing and submitting proposals for review by the Board of Trustees.
- 4.2. **Pre-Grant Site Visit Checklist** lists suggested questions to ask or topics to address during a site visit with a prospective grantee.
- 4.3. **Proposal Guidelines** contains *Guidelines for Complete Grant Proposal* used by grantees to prepare proposals for consideration by the Board of Trustees.
- 4.4. **Proposal Evaluation Checklist** contains sample questions trustees may ask when reviewing a grant proposal.
- 4.5. **Proposal Summary Sheet** contains a sample of the sheet prepared by the Foundation's director to summarize grant proposals distributed to trustees for consideration at meetings.
- 4.6. **Glossary of Non-Profit Accounting Terms** contains definitions of words used in financial statements and budgets that accompany grant proposals from non-profit organizations.
- 4.7. **Chart of Proposal Review Process** provides an overview of the steps from initial grant request to payment of grant.
- 4.8. **Proposal Acknowledgment Form Letter** provides a copy of the letter sent to grantseekers submitting an unsolicited letter of inquiry.

Information on Grant Evaluation is found in Section 5.

Information on Board of Trustees meetings is found in Section 3.

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SECTION 5 - GRANT EVALUATION

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- 5.1. **Grant Evaluation Narrative** contains a description of the steps taken following grant approval to enable the Foundation to monitor and evaluate the results of the grant.
- 5.2. **Grant Letters** contains a sample of the grant approval letter format and an example of an actual, executed grant agreement.
- 5.3. **Reporting Requirements** contains a sample of the reporting form that is given to the grantee at the time of execution of the grant agreement, and an example of an actual grant reporting form.
- 5.4. **Post-Grant Site Visits** lists suggested questions to ask or topics for a Foundation representative to address when conducting a follow-up site visit during the course of the grant period or after its completion.
- 5.5. **Grantee Self-Evaluation** contains a brochure that is provided to grantees for the purpose of explaining the Foundation's follow-up procedures and assisting grantees in conducting their own evaluation of the grant.
- 5.6. **WBF Grant Evaluation Policy** is the Foundation's approved policy and procedures statement for grant follow-up.
- 5.7. **Grant Evaluation Grid** defines in grid format the various aspects of grants to be addressed through the evaluation process.
- 5.8. **Grant Evaluation Procedures** outlines the grant follow-up process.
- 5.9. **Status of Active Grants** contains a copy of a recent report summarizing all Foundation grants which have not yet undergone the close-out process described in the Evaluation Policy
- 5.10. **Sample Grant Evaluation** sheet contains an example of a grant evaluation summary sheet used in closing out a completed grant.

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SECTION 6 - FOUNDATION FINANCES

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- 6.1. **Foundation Finances Narrative** provides an overview of minimum payout requirement, administrative expenses, and financial statement of The William Bingham Foundation.
- 6.2. **Minimum Payout Requirement** outlines the process by which Foundation staff estimates the amount the Internal Revenue Service requires the Foundation to pay out in grants and related expenses in a given year. Charts illustrating Calculation of Minimum Payout and Qualification for Reduced Excise Tax Rate also are included.
- 6.3. **Administrative Expense Estimate** contains a sample of a recent report reflecting actual administrative expenses for the previous year, and current year-to-date expenses. Expense reports prepared for the fall Annual Meeting also include estimated expenses for the coming year. A comparison of the ratio of administrative expenses to distributable amount over several years is included.
- 6.4. **Review of Financial Statements** is a copy of a recent report by an independent auditor reviewing the Foundation's financial statements.
- 6.5. **Trustee Expense Reimbursement Policy** summarizes the policy governing reimbursement of expenses incurred by Foundation trustees and staff in conducting Foundation business such as attending Board of Trustees meetings, conferences, and other activities.
- 6.6. **Trustee Expense Authorization Form** is a form to be submitted by Trustees to the President prior to incurring reimbursable expenses over \$50, including site visits, seminars, and conferences.

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SECTION 7 - FOUNDATION INVESTMENTS

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- 7.1.**Investments Narrative** provides an overview of various aspects of the investment of the Foundation's assets.
- 7.2.**Investment Manager Guidelines** contains a statement of the Foundation's Investment Policy that informs Investment Advisors of the Board's requirements and preferences for management of the Foundation's investment portfolio.
- 7.3.**Proxy Voting** contains a sample annual Proxy Votes Report summarizing the voting of proxies by the Chairman of the Investment Ethics Committee and a description of Proxy Voting Procedures.
- 7.4.**Investment Manager Reports** contains an outline of items to be included in semi-annual reports submitted by investment managers in preparation for Board of Trustees meetings.
- 7.5.**Glossary of Investment Terms** contains definitions of terms used by investment managers in their semi-annual reports and during discussions of investment of the Foundation's assets.

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SECTION 8 - FOUNDATION ADMINISTRATION

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- 8.1. **Management of the Foundation** provides an overview of activities carried out and coordinated by the Foundation's director and other employees of [the family] Office on behalf of The William Bingham Foundation.
- 8.2. **The [Family Office]** describes the structure of the [family] Office and the services it provides.
- 8.3. **Staff Evaluation Procedures** contains the document used by the Board of Trustees, coordinated by the President, to evaluate the performance of the Foundation's director annually.
- 8.4. **Staff Position Description** provides a listing of the duties of the Foundation's director and the categories used to summarize percentages of time spent on each type of activity.

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SECTION 9 – PUBLIC RELATIONS

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- 9.1. **Publications** contains Foundation documents and copies of speeches given by trustees on behalf of the Foundation.
- 9.2. **Web Site** contains a copy of the information on the Foundation's Web site.
- 9.3. **WBF Entry on *GuideStar*** contains information about The William Bingham Foundation that can be found on the Web site GuideStar.org, in particular the Foundation's tax returns for 1999 through 2003. Also contains information about *GuideStar*, The National Database of Nonprofit Organizations, a Web site operated by Philanthropic Research Inc., which gathers and distributes data on nonprofit organizations.