

# PRIVATE FOUNDATION SERVICES FOR

## SCOPE OF WORK

### GRANTMAKING SUPPORT

Full processing of three grant cycles per year, which consists of:

Letter of Inquiries: 125+ per year

Grant Reviews: Up to 65 per year

Site visits: approximately 20+ visits a year

Includes personal meetings, telephone conversations, and/or e-mails advising prospective grant seekers on approaching [REDACTED] with a request (50+ meetings/conversations/e-mails a year).

- Assemble prior history for each organization
- Create Agenda materials for meetings
- Assemble meeting packets & mail/e-mail
- [REDACTED] Bank Relations (raise cash/portfolio reviews)
- Grant payments for all approved grants
- Award & Decline Letters: up to 65 per year
- Figure 5% required distribution for meetings
- Create annual reports for first meeting of fiscal year
- Compile funding updates from orgs prior to meetings
- Review of up to 65 reports per year and create Good News Report sharing impact
- Any meeting follow-up with organizations

### MEETING MANAGEMENT | THREE MEETINGS PER YEAR

- Schedule and staff trustee meetings
- Three pre-meeting phone calls with Chairman
- Record meeting minutes
- Update databases & files after meetings
- Continued adjustments to meeting content and process based on Trustee feedback
- Update financial & grant reports after meetings

### EXTRAORDINARY DUTIES

#### BILL PAYMENT

Trustee meeting expense reimbursement – after each of the three meetings

Safe Deposit Box Fee – yearly

Philanthropy Ohio Membership and Grant - yearly

Statement of Continued Existence filing fee – every five years

#### OTHER

Provide grant information to [REDACTED] Tax Officer to prepare 990PF - yearly

Review 990PF when complete and provide any changes to [REDACTED] Tax Officer. Have [REDACTED]

[REDACTED] sign the signature pages for the 990PF - yearly

Answer three questions for OH Secretary of State for annual 990PF filing – provide to [REDACTED] Tax Officer -yearly

Complete Philanthropy Ohio Membership/Grant renewal form (with permission from [REDACTED] first) - yearly

Complete & file Ohio Statement of Continued Existence form - every five years

Any miscellaneous requests from Trustees

Any miscellaneous requests from [REDACTED]

Update and order letterhead as needed

Special Anniversary celebrations

Create and distribute Press Releases as requested

Periodic sharing of invitations for events and site visits with Trustees

#### WORKING RELATIONSHIP

GCF staff assignments: Lisa Davis Roberts, Program Officer for Philanthropic Services  
Jennie Geisheimer, Grants Manager  
Phillip P. Lanham, VP – Donor Relations  
Molly Robertshaw, Program Officer (2018 only)

Term: January 1, 2018 – December 31, 2022

Renewal: Reevaluate scope, working relationship, and term four months prior to end of term

Accepted:

Signed: \_\_\_\_\_

[REDACTED] Chairman

[REDACTED]

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Phillip P. Lanham  
Vice President, Donor Relations  
Greater Cincinnati Foundation

Date: \_\_\_\_\_