

Tailored Solutions for Effective Giving

Private Foundation Services Overview



Greater Houston Community Foundation offers custom, outsourced services to organize and assist donors via our Private Foundation Service offerings. The Foundation works in partnership with your existing board members and/or any staff to accomplish your grantmaking tasks and goals.

Our Client Advisory team can provide comprehensive, strategic input on your philanthropic goals and annual activities. Meanwhile, our Foundation Services team will work with you to implement the regular and daily operational needs of your private foundation, donor advised fund(s), or family-run supporting organizations.

Working in collaboration with Greater Houston Community Foundation reduces administrative and management work for donors, so you can concentrate on accomplishing your philanthropic goals, amplifying your impact, and fulfilling your primary mission.

Our Fee-Based Services Include:

ACCOUNTING & TAX PREPARATION

- Fund Stewardship
- Collaborate with Providers & Advisors
- Quarterly Financial Reporting
- 990-PF Tax Return Coordination
- Annual Audit Coordination
- Daily Financial Operations Management

BACK-OFFICE BUSINESS

- Legal & Compliance Tracking
- Records Management
- Foundation Mail Handling
- General Inquiry Call Handling
- Grant-related Call Response
- Annual Operations Management

GRANT MANAGEMENT & ADMINISTRATION

- Audit Grant Requests
- Maintain Grantee Files
- Verify Applicant Tax Status
- Process Awards & Denials
- Track Payments & Pending Grants
- Maintain Ledger for Reporting & Audit
- Historical & Future Giving Reports and Projections
- Online Grant Application Portal

BOARD MEETING COORDINATION & SUPPORT

- Annual Meeting Planning & Goal Tracking
- Board Meeting Communications & Logistics
- Agenda/Materials Preparation & Distribution
- Board Member & Officer Term Monitoring
- Recording Secretary Duties & Draft Minutes
- Track Assigned Meeting Follow-Ups
- New Member Onboarding Documents

SPECIALIZED CONSULTING PROJECTS

STRATEGY

- Mission, Vision, Values Creation or Refinement
- Grantmaking Strategy Design/Implementation
- Key Interest Area Research & Analysis
- Giving Trends Research & Analysis
- Donor or Issue Area Convening

IMPACT

- Grant History & Giving Trend Analysis
- Grant Review & Executive Summaries
- End-of-Grant Reporting
- Site Visits & Learning
- Grant Measurement & Evaluation

PLANNING

- Succession Planning
- Board Training & Orientation
- Annual Activity Calendar & Goal Tracking

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BENEFITS OF CONVERTING A PRIVATE FOUNDATION INTO A DONOR ADVISED FUND

A private foundation can easily convert into a donor advised fund at Greater Houston Community Foundation for added ease of administration and estimated reduction in annual operating costs. You can also open a donor advised fund to add to your existing foundation giving strategy, for maximum flexibility.

FINANCIAL FLEXIBILITY

Enhanced Tax Benefit for Hard to Value Assets

Donors who wish to contribute real estate, limited partnership interests, and/or closely-held stock during their lifetime receive a tax deduction based on market value if it is given to a donor advised fund.

Other Enhanced Tax Benefits

Donors with existing private foundations may utilize the higher adjusted gross income limitation of a donor advised fund. Whether the contribution limit is for cash or qualified appreciated assets, there is a six-year period to use the full deduction.

GRANTMAKING SOLUTIONS

Involving Family Members

Donors with existing private foundations can establish donor advised funds for their family members, which empowers philanthropic involvement, training, and stewardship. The donor advised fund could be used to pass along the values of giving and engage the next generation of donors.

Access to Grant Making Advice

Our team utilizes grant making expertise and knowledge of the nonprofit community to provide you with objective and strategic philanthropic advice. Our team can assist with in-depth research of national or global resources and organizations, as well as local nonprofits and community-based data, and provide grant evaluations and recommendations.

Succession Planning

Founders of private foundations state that concerns about succession planning were eased by terminating some portion, or all, of their private foundation to a donor advised fund at the Community Foundation. Our staff can preserve donor intent and the family legacy in perpetuity.

Nonprofit Endowment Funds

Private foundations that make grants to nonprofit endowments often face a variety of concerns. A permanent designated or agency fund at a community foundation generally solves issues such as retaining the option to change beneficiaries, easing investment concerns, and protecting assets.

Anonymous Grantmaking

Private foundation information is public and readily available. Private foundations wishing to make anonymous grants or grants outside their primary focus areas can accomplish those objectives through a donor advised fund.

CONTACT

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Foundation Services Client List



ALMAAHH Fund
Barbara Bush Houston Literacy Foundation
Bill and Sara Morgan Real Estate Foundation
Comiskey Foundation
Connective
Fight For Us
GFGH Fundraising
Great Southwest Equestrian Foundation
Healthcare and Nursing Education Foundation
Hope Bioscience Research Foundation
Houston Fund for Social Justice and Economic Equity
John R. Eckel, Jr. Foundation
Leon Jaworski Foundation
Lewis Family Charitable Foundation
Mental Health Channel
Port Arthur Communities Fund
The Cullen Trust for Higher Education
The Cullen Trust for the Performing Arts
The Frank Liu Jr. Foundation
The Linbeck Family Charitable Foundation
Will Erwin Headache Research Foundation

GREATER HOUSTON COMMUNITY FOUNDATION IS A PROUD MEMBER OF:

- 21/64
- Center for Effective Philanthropy
- Charitable Gift Planners of Houston
- Dasra
- Exponent Philanthropy
- Grantmakers for Effective Organizations
- Greater Houston Grantmakers Forum
- National Center for Family Philanthropy
- Philanthropy Southwest
- The Philanthropic Initiative
- Women in Philanthropy