

Community Foundation of Greater Des Moines
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Greetings:

Thank you for community building and improving the quality of life in your part of Iowa. As a member of the Iowa Community Affiliate Network (Iowa C.A.N.) the Community Foundation of Greater Des Moines (Community Foundation) and the Iowa Area Development Group Community Foundation (IADGCF) are here to support your success. Please note due to the growth of the network and member needs we are sharing the responsibilities as defined below:

Community Foundation of Greater Des Moines:

- Provides nonprofit status – 501(c)(3) umbrella
- Reviews and approves proposed Fund agreements prior to final donor signature
- Provides access to Endow Iowa Tax Credits, monitors and processes applications
- Invests and manages Fund assets and responds to requests for fund information
- Tracks donor activity and acknowledges gifts received (thank you letter for IRS records)
- Posts contributions to Affiliate Funds and processes checks and disbursements
- Offers technical and legal assistance related to gift acceptance
- Conducts due diligence related to grant recommendations
- Handles fund reporting including Audit and 990 preparation

Iowa Area Development Group Community Foundation:

- Responds to initial calls and provides follow-up information to inquiries
- Drafts new Fund agreements for Community Foundation of Greater Des Moines approval
- Meets with donors to finalize approved Fund agreements
- Provides educational, marketing and fundraising materials
- Provides ongoing support related to Affiliate Foundation administration, fund development, education including training and individual consultation related to board development, fund growth, Family of Funds concept, etc.
- Organizes and conducts Iowa C.A.N. quarterly trainings
- Develops and distributes grantee communications/news releases related to grants
- Leads Affiliate outreach and networking

THANKS AGAIN, Ashley & Rand