

MEMBER HANDBOOK & DIRECTORY 2012-2013

VISION

To change the course of women's philanthropy through the power of collective giving.

MISSION

Washington Women's Foundation educates, inspires and increases the number of women committed to philanthropy in order to strengthen community and demonstrate the impact that can result from informed, focused grant making.

CORE VALUES

Collaboration, Connection, Education, Equality,
Impact, Inclusiveness, Leadership

WASHINGTON WOMEN'S FOUNDATION

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CONFIDENTIALITY

In respect for the privacy of our members, the contact information contained in this directory is considered confidential, and is to be used for Foundation business only.

Please note that this directory is not to be used for solicitations, promotions, political or business communications. The directory is not to be loaned to individuals or groups for any purpose. The Washington Women's Foundation's policy is not to share our member information with any other organization.

GREEN CONSIDERATION

Please let us know if you would like to opt out of receiving a hardcopy of this booklet in the future. You will help us save on the costs of printing and mailing the directory, and increase our environmental effectiveness. The information contained in this directory is also available on the Foundation website under "Just for Members": **www.wawomensfoundation.org**.

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Board of Directors

Rhoda Altom
Cherry McGee Banks
Grace Chien
Kathleen Edwards
Mary Ann Ekman
Anne V. Farrell
Carrie George
Kate Janeway
Martha Kongsgaard
Kaycee Krysty
Carla Lewis, *ex-officio*
Carol Lewis
Donna Lou
Pamela McCabe
Laura Midgley
Gail I. Ransom
Judith Runstad
Susanna Tull, *ex-officio*
Iyabo Tinubu-Karch
Alison Oresman Wilson

Emeritus Board

Julia Calhoun
Sue Lile Hunter
Dorothy Mann
Dorothy Nelson
Jeannie Nordstrom
Faye Sarkowsky
Maggie Walker
Colleen Willoughby

Staff Directory

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About the Foundation

Washington Women's Foundation engages women in the power of collective giving. Through informed and strategic grant making, our members invest in the vitality of our community and demonstrate leadership through effective philanthropy.

Since its inception in 1995, members have invested more than \$12 million into the community through 6,500 individual and Pooled Fund grants to over 1,000 nonprofit organizations. WWF Pooled Fund grants are for \$50,000 to \$100,000 each, and are focused in the areas of Arts & Culture, Education, Environment, Health, and Human Services. The Foundation has become a reliable, sustainable source of funding, putting women on the map as major donors in our community.

The Foundation offers several hands-on grant making opportunities as well as a wide array of educational programs designed to enable members to increase their knowledge of community issues and enhance their philanthropy skills.

In 2010, the Board of Directors adopted a 3-year strategic plan to inspire the Foundation's work through 2013. With the introduction of several new grant-making and educational initiatives, and a focus on reaching out to build new partnerships across the philanthropy landscape, the Foundation is stepping up to a bolder level of philanthropy, looking deeper into the needs of our community and demonstrating the positive impact that results from informed, focused grant making.

Membership Information

Membership in the Washington Women's Foundation is open to all women interested in philanthropy. New members may join the Foundation at any time. Annual contributions are payable upon joining.

Members are **encouraged to make a 5-year commitment** to WWF membership so the Foundation can remain a stable and reliable source of funding to the community.

The annual membership contribution is \$2,500 per year, and is entirely tax-deductible as allowed by law:

- \$1,000 is allocated to the pooled fund.
- \$1,000 is an individual grant recommended by each member to the non-profit(s) of her choice (two maximum), subject to Board review and approval.
- \$500 is directed toward educational programming, our grant making curriculum, committee management, communication, member relations, and other areas related to the Foundation's infrastructure.

RENEWAL CYCLES

Spring Cycle (members who join between January and June)

- Renewal notices are sent in April
- Renewal payment due by **May 31**
- Individual grant recommendations due to office by **August 31**

Fall Cycle (members who join between July and December)

- Renewal notices are sent in October
- Renewal payment due by **November 30**
- Individual grant recommendations due to office by **March 31**

Individual Grant Guidelines

Every member of the Foundation is an individual philanthropist. One of the unique aspects of membership is the opportunity to recommend an individual grant with \$1,000 of your membership contribution to organizations of your choice.

INDIVIDUAL GRANT RECOMMENDATION GUIDELINES

Although a member's \$1,000 may be divided between two organizations, the Foundation encourages members to make a single grant for maximum impact. Members' individual grant recommendations are reviewed by the Foundation's Board of Directors before distribution. Please note that in compliance with IRS regulations, the Foundation's Board of Directors has the final responsibility for making distribution determinations.

- Grantee organizations must be designated as 501(c)(3) nonprofit organizations by the IRS.
- Grantee organizations may be located anywhere in the U.S.
- Grants may be specified for a particular project, general support or capital campaign.
- Members may also recommend their individual grant to the Foundation's Pooled Grant Fund, Annual Fund or Endowment, as well as the 3 pilot Grant Initiatives (pages 15-16).
- Grants cannot be made to individuals.
- Congressional rules stipulate that funds cannot be designated to fulfill fundraising event pledges, membership levels or any purpose that gains the donor a benefit.

IGR SCHEDULE AND DEADLINES

- IGR forms are sent to all members along with their annual renewal paperwork. For members who renew in the Spring, your IGR forms are due by August 31 each year. For those who renew in the Fall, your forms are due by March 31.
- IGRs that are not specified by the due date are considered a generous gift to the Foundation's Annual Fund.
- Each IGR goes through a due-diligence process to ensure the grantee organization meets the granting criteria (see page 6).

You will be contacted by the office if questions arise about the eligibility of your recommended organization(s).

- IGRs are generally processed on a monthly basis to coincide with the Foundation's Board meeting schedule (the Board meets 8 times a year). Requests received by the 15th of the month will go through the due-diligence process and be considered by the board of directors at their next meeting. Grant checks will usually be issued by the 15th of the following month.
- When the grant check is mailed to the organization you recommended, we will send you a copy of the accompanying letter.

If you need ideas for organizations to support, consider granting to organizations that have been on the Pooled Fund ballot but were not funded. These organizations are fully vetted and worthy of consideration. A list of current Pooled Fund winners and finalists is on the reverse of the Individual Grant Recommendation (IGR) form, or can be found on our website.

If you have any questions regarding your individual grant recommendations, please contact Emily Feicht at the Foundation office.

Annual Foundation Programs

The Foundation offers a number of events and educational programs each year. The Foundation sends regular e-newsletters to inform members about upcoming programs. The following is a sample of the variety and timing of the Foundation's program calendar.

Please visit www.wawomensfoundation.org/events for the updated Calendar of Events.

September - December

- Annual Business Meeting
- Discovery Days
- Educational Forum(s) and Workshop(s)
- Prospective Member Event(s)
- Member Discussion Event(s)
- Holiday Gathering
- International Grant Showcase
- Reflections on Philanthropy* Speaker Series

January - March

- Grant Committee Kick-off
- Annual Philanthropy Celebration at Seattle Art Museum
- Educational Forum(s) and Workshop(s)
- Book Discussion(s)
- Prospective Member Event(s)
- Grant Workshop: *Evaluating Grant Proposals*
- Member Discussion Event(s)
- Diversity Grant Showcase
- Reflections on Philanthropy* Speaker Series

April - June

- Pooled Fund Grant Showcase: *Top 25 Proposals*
- Grant Workshop: *Conducting Effective Site Visits*
- Pooled Fund Grant Showcase: *Final 15 Site Visits*
- Member Discussion Event(s)
- Prospective Member Event(s)
- New Member Welcome Reception
- Pooled Fund Grant Award Celebration
- Innovation Grant Showcase
- Educational Forum(s) and Workshop(s)
- Reflections on Philanthropy* Speaker Series

July & August

- Summer Program or Event
- Reflections on Philanthropy* Speaker Series

Ways for Members to Participate

Each committee listed below would welcome your time and talents. Generally, all meetings are held at the 2100 Building. Please contact Megan Davies at the Foundation office if you are interested in joining any of these committees.

MEMBER ENGAGEMENT COMMITTEE

The purpose of the Member Engagement Committee is to build and foster a vital, diverse and satisfied membership – one in which members feel connected to one another and the community. This committee also develops programs & events that engage and educate members and guests on topics that expand their knowledge of the needs in our community and how philanthropy can have the most impact.

Active September - June

GRANT COMMITTEE

Through a six-month curriculum running January through June, the Grant Committee researches and nominates candidate organizations for the pooled fund ballot for the entire membership to vote on in June. The members analyze proposals and conduct site visits as part of their work.

Active January - June

IMPACT ASSESSMENT COMMITTEE (IAC)

The purpose of IAC is to monitor the progress of Foundation grants, to communicate the impact of these grants to the membership, to provide feedback to the Grant Committee, and to strengthen relationships with our grantees. To participate on IAC, prior experience on the Grant Committee is generally required.

Active January – June (plus orientation in October)

DISCOVERY DAYS PLANNING COMMITTEE

The Discovery Days Planning Committee develops panels of expert speakers for Discovery Days, two days of educational sessions that focus on emerging, urgent community issues and trends, and how philanthropy can best address them.

Active June - November

Serving on the Grant Committee

The Grant Committee is open to all Foundation members. The grant cycle begins in January and continues through June.

Discovery Days in November sets the stage: a series of five sessions where community leaders speak on the most relevant issues in each of our five funding areas: Arts & Culture, Education, Environment, Health and Human Services. Discovery Days often spark the discussions and ideas for funding opportunities in the upcoming grant cycle.

January, Kick-Off & Research: All interested members gather in early January to organize into the five issue-area work groups. In the course of the next month each group reviews 20 – 60 Letters of Inquiry from organizations describing how they would best make use of a \$100,000 grant. Each work group chooses five organizations to invite to submit full grant proposals, for a total of 25 proposals.

March, Grant Evaluation: The work groups review the proposals. There is a workshop to train members on what to consider when evaluating these applications, including the financials.

April, Grant Showcase: At this meeting, open to all members, the work groups summarize all the proposals reviewed, and announce which 15 have been chosen for site visits.

May, Site Visits: After a training on conducting effective site visits, three teams each visit five organizations. This first-hand interaction with agencies is often the highlight of the whole grant process! There is a second **Grant Showcase: Final Fifteen** meeting at the end of the month to hear what was learned on the visits. The Grant Committee votes to create the ballot of ten organizations at the conclusion of this meeting.

June, Voting & Celebrating: The Voters Pamphlet describing the ten projects under consideration is distributed to the entire membership, and every member votes on her top five. Grant awards are announced at a celebration in mid-June.

Pooled Fund Grant Process

NOVEMBER

Organizations submit Letters of Inquiry (LOIs) and members recommend organizations in areas of:
Arts & Culture, Education, Environment, Health, Human Services



JANUARY

250+ LOIs are reviewed by member work groups.
WWF issues Requests for Proposals
25 total, 5 per funding area



MARCH-APRIL

Work Groups select organizations for site visits
15 total, 3 per funding area



MAY

After site visits, Grant Committee selects the 10 finalists for ballot
10 total, 2 per funding area



JUNE

WWF Membership votes to select Grantees
5 total, 1 in each funding area
\$50,000 - \$100,000 award to each
5 other finalists receive Merit Awards
\$2,000 Merit Award to each finalist

POOLED FUND GRANTS 1996-2011

ARTS & CULTURE

2001	Rotary Boys & Girls Club.....	\$50,000
2002	Friends of Washington Music.....	\$50,000
2003	Town Hall Association.....	\$60,000
2004	Arts Corps.....	\$65,000
2005	Academy of Children's Theatre (Richland).....	\$50,000
2006	The Vera Project.....	\$75,000
2007	Seattle Arts & Lectures.....	\$60,000
2008	Artist Trust.....	\$100,000
2009	Northwest African American Museum.....	\$87,500
2010	Seattle Music Partners.....	\$85,000
2011	Seattle Shakespeare Company.....	\$85,000
2012	Seattle Youth Symphony Orchestras.....	\$85,000

EDUCATION

1997	Alliance for Education: The Galef Project.....	\$100,000
2000	City Year/Treehouse: Teen Time.....	\$100,000
2001	Powerful Voices.....	\$100,000
2002	Daniel Bagley Elementary Montessori.....	\$50,000
2003	Rainier Scholars.....	\$100,000
2004	The New School Foundation.....	\$65,000
2005	Community for Youth.....	\$100,000
2006	Team Read.....	\$100,000
2007	Seattle MESA.....	\$100,000
2008	Friends of the Children.....	\$100,000
2009	College Access Now.....	\$100,000
2010	Healthy Start.....	\$100,000
2011	Seattle Education Access.....	\$100,000
2012	YouthCare.....	\$100,000

ENVIRONMENT

1998	The Nature Conservancy.....	\$50,000
2001	People for Puget Sound.....	\$50,000
2002	Futurewise.....	\$50,000
2003	Bike Works.....	\$60,000
2004	Washington Toxics Coalition.....	\$50,000
2005	Skagitonians to Preserve Farmland.....	\$80,000
2006	EarthCorps.....	\$75,000
2007	Puget Soundkeeper Alliance.....	\$100,000
2008	PCC Farmland Trust.....	\$100,000
2009	Cascade Land Conservancy (Forterra).....	\$87,500
2010	Duwamish River Cleanup Coalition.....	\$90,000
2011	WA Sustainable Food & Farming Network.....	\$90,000
2012	American Farmland Trust.....	\$90,000

HEALTH

1998	Children’s Hospital Brain Tumor Research.....	\$50,000
1999	Country Doctor	\$75,000
2000	Planned Parenthood: Checkpoint	\$50,000
2001	Dr. J.L. Nelson: Autoimmune Disease	\$50,000
2002	Pediatric Interim Care Center.....	\$100,000
2003	UW Center for Women’s Lifetime Fitness.....	\$60,000
2004	Northwest Medical Teams International	\$100,000
2005	Okanogan Family Planning.....	\$85,000
2006	Pike Place Market Foundation.....	\$100,000
2007	Youth Suicide Prevention Program	\$100,000
2008	First Place.....	\$100,000
2009	King County Sexual Assault Resource Center.....	\$100,000
2010	Refugee Women’s Alliance	\$100,000
2011	Sound Mental Health	\$100,000
2012	Bailey–Boushay House.....	\$100,000

HUMAN SERVICES

1996	Mothers Against Violence in America	\$100,000
1997	Washington Works.....	\$60,000
1998	FareStart.....	\$100,000
1999	Seattle Children’s Home.....	\$75,000
1999	STARS: King County Youth Services	\$100,000
2000	Amara	\$100,000
2001	Childhaven: WWF Child Play Therapy Center	\$100,000
2002	Child Care Resources.....	\$100,000
2003	Family & Adult Service Center.....	\$100,000
2004	Children’s Home Society.....	\$100,000
2005	Jubilee Women’s Center.....	\$85,000
2006	WA Women’s Employment & Education	\$100,000
2007	Seattle Milk Fund.....	\$100,000
2008	Girl Scouts of Western Washington	\$100,000
2009	The Mockingbird Society.....	\$100,000
2010	Emergency Food Network.....	\$100,000
2011	Family Law CASA of King County	\$100,000
2012	Cocoon House.....	\$100,000

Pooled Fund Grants 1996–2012.....	\$6,170,000
Merit Awards 2010–2012	\$30,000
Individual Grants 1996–2012	\$6,015,068
Partner Grant Awards 2010–2012	\$84,000

Total Granted since 1996..... \$12,299,068

Merit Awards

The five finalists who are not awarded Pooled Fund Grants will be recognized by Washington Women's Foundation with a Merit Award to underscore the high regard with which the Grant Committee's high regard for their work. Each of these five organizations will receive a \$2,000 grant in appreciation of the time and effort invested in the WWF grant process. In 2012, the five Merit Awards were presented to:

Museum of History & Industry
Communities in Schools of Tacoma
Groundwire

UW Medicine: Center for Equity, Diversity and Inclusion
Northwest Immigrant Rights Project

Partner Grant Initiatives

The Foundation launched three new grant-making initiatives with the 2010-2013 Strategic Plan. Building on the success of our well-established Pooled Fund grant process, each of these three initiatives provide a deeper level of inquiry through an advanced and accelerated curriculum of hands-on grant making.

International Grant Committee: Honoring our members' strong interest in global philanthropy, we build relationships with, and learn from, local foundations doing important work abroad. This program also takes advantage of Seattle's growing prominence as a center of global giving and serves as a vehicle for the Foundation to participate in this work. Previous grants have been awarded to:

One by One (2011)
PeaceTrees Vietnam (2010)

Diversity Grant Committee: Acting on our commitment to inclusiveness, we work alongside foundations active in diverse communities. In addition to meeting critical needs through this grant, WWF also highlights the needs of diverse communities and welcomes more women of color to become members of the Foundation. Previous grants have been awarded to:

Children of the Valley (2012)
Native American Women's Dialog on Infant Mortality (2011)

Innovation Grant Committee: Recognizing our members' enthusiasm for discovering creative, cutting-edge projects, we work alongside community grant makers with experience in venture funding. Whether the projects are small ideas with big aspirations, or big ideas with small budgets, we seek to provide the boost to propel these bright ideas to the next level. In 2012, the Innovation Grant Committee awarded their second grant in the amount of \$15,000 to Latinos for Community Transformation.

Latinos for Community Transformation (2012)
Kenyan Women's Association (2011)

PARTICIPATING IN THE PARTNER GRANTS

These pilot initiatives are constructed as advanced grant making programs, and therefore have prerequisites for participation:

- Prior experience on the WWF Grant Committee, or equivalent
- Echoing our model of collective giving, each participant will make a financial contribution of \$500 by directing her Individual Grant to the initiative, or by making a personal contribution.
- Commitment to attend most if not all required meetings (which will be pre-scheduled)

FUNDING THE PARTNER GRANTS

Each of these new grants is initially seeded with funds from reserves by direction of the Board of Directors. For 2012-13, each grant will start with \$5,000, with additional contributions from members to supplement the granting pool. Participants on each Partner Grant committee are asked to make a contribution of \$500 to build the size of the grant.

Members have the opportunity to direct their Individual Grant to any of these initiatives, whether or not they choose to participate in the actual work of the grant process. Additional personal contributions can be put toward these new grants as well. Because each grant is supplemented from all of these sources, we are able to gauge the level of member interest in each initiative.

How to Support the Foundation

The Annual Fund: The Annual Fund supports the Foundation's grant making and philanthropy education programs as well as other Foundation infrastructure investments to support our vibrant and growing membership.

Participation in the Annual Fund is entirely voluntary. Members are offered the opportunity to make a contribution at the time of their annual membership renewal, and a formal Annual Fund request is sent to members in the fall of each year; however, members may make donations by check, stock contribution, or online by credit card at any time.

The fundraising goal for the Annual Fund is in the range of \$100,000 to \$150,000 each year.

The Colleen S. Willoughby Endowment Fund: In 2005, the Foundation embarked on an endowment effort to honor the inspiration and leadership of our founder, Colleen Willoughby. The intent of this fund is to provide for the long-term sustainability and vitality of the Washington Women's Foundation.

The endowment's principle balance is set aside in perpetuity, and a portion of the fund's annual investment performance is released to WWF to help cover operating expenses. The Endowment Fund continues to grow through the generosity of members and community donors who choose to make gifts and pledges to this fund. The Foundation also holds special events from time to time to help the Endowment grow. Members may make donations to the Endowment by check, stock contribution or online by credit card at any time.

Planned Giving: We encourage members to consider including Washington Women's Foundation in their personal estate plans. For more information, please contact Emily Feicht at the Foundation.

Sponsorships: WWF seeks corporate sponsorships for many of our events. Members who have contacts in corporations, or who own their own businesses, are encouraged to consider sponsoring a WWF event. For more information, please contact Carla Lewis at the Foundation.

Frequently Asked Questions

Q: When can I join?

A: Anytime! We welcome new members throughout the year.

Q: Do potential members need to be “invited” to join?

A: Absolutely not! Membership in the Washington Women’s Foundation is open to all women interested in philanthropy. A membership form can be found on our website at www.wawomensfoundation.org/joinmembership

Q: What is my commitment?

A: When you join the Washington Women’s Foundation, you can tailor your involvement based on your schedule and priorities. At a minimum, we ask that you make your annual contribution each year and cast your vote for the Pooled Fund awards each June. We encourage you to continue your membership for at least five years to maximize grant impact and provide a stable source of funding to the community.

Q: When do I renew?

A: If you joined the Foundation between January and June you will receive renewal forms during the spring billing cycle every April. If you joined the Foundation between July and December you will receive your renewal forms in October during the fall billing cycle.

Q: When can I expect my individually recommended grant to be paid?

A: Individual Grant Recommendation forms are generally processed on a monthly basis. Requests received before the 15th of the month will be reviewed by the board of directors at their next meeting. Checks will usually be issued by the 15th of the following month. You will receive written confirmation after the grant has been sent. See pages 6-7 for more detailed information.

Q: Why is it necessary to have an Annual Fund?

A: The \$500 portion of the \$2,500 annual contribution from Foundation members covers only a portion of the costs associated with the Foundation's grant making and philanthropic education programs. The Board established the \$2,500 membership level in order to make Foundation membership accessible to as broad a group of women as possible, and we rely on the Annual Fund to cover a portion of other Foundation expenses.

Q: What is the purpose of the Endowment?

A: The purpose of the endowment is to help support the long term sustainability of the Foundation. It is named for Colleen S. Willoughby, the Founder, as a tribute to her vision, dedication and inspiration. The endowment's principle balance is set aside in perpetuity, and a portion of the fund's annual investment performance is released to WWF to help cover operating expenses.

Q: Is there a way for a member to share information with the rest of the membership?

A: Yes. The Foundation's Facebook page which allows members to share information about our community and philanthropy with other members.

Q: May I suggest a potential project to be considered for a Pooled Fund grant?

A: Yes. Members are encouraged to bring projects to the attention of the Grant Committee at any time during the year. A Member Suggestion form is available on the website. These recommendations are due by **November 30th** for consideration in the next year's grant cycle.