

Building a Community Fund as an endowed component fund of the *Community Foundation of Southern Wisconsin, Inc.*

1. Identify seven to nine individuals who have a passion for the Community and would be willing to serve on a Community Fund Advisory Board.
2. Educate the potential Board members and other “movers and shakers” of the Community about endowments and the features and benefits of a Community Fund. [*Answer the questions: Why do you want a Community Fund? What are the goals and objectives for the Fund in the first five years? Ten years? What will be the benefits to your Community? What will be the obstacles? Shall we move forward?]*]
3. Develop a Board operational/organizational structure describing number of members, length of terms, officers, duties, etc. The Board will have the responsibility of recruiting charter donors to the Fund.
4. U.S. Standards for Community Foundations
5. Educate the Community Fund Advisory Board of the policies and procedures of CFSW.
6. Identify eight successor advisory board members who will carry on the work and keep them informed of the progress.
7. Identify major contributors who will become the charter donors to the Community Fund.
8. Develop a marketing plan and materials to ask for gifts and pledges totaling a minimum of \$50,000 in the first year and an additional \$50,000 in the second year.
9. Community Fund Advisory Board chair sign a Memorandum of Understanding with CFSW.
10. Obtain signed pledge documents of at least \$50,000.
11. Community Fund Advisory Board Chair signs a Fund Agreement with CFSW.
12. Accept contributions to the Community Fund!
13. Continue to raise awareness of the Community Fund. Continue to raise contributions to the Community Fund.
14. Develop a granting request and distribution process following CFSW Spending Policy.
15. Make grant recommendations to the CFSW Board for final approval.