



Policies and Procedures

The mission of the Women's Community Foundation (WCF) is to provide an avenue for women to engage in local philanthropy. Members share a belief that by working with others, instead of alone, they can maximize their efforts within the community. The motto "together, we can accomplish great things", reinforces the notion that by pooling funds, women donors can make a significant difference in the project/programs they support within Newton and Harvey County, Kansas.

The WCF is managed by Central Kansas Community Foundation (CKCF). Monies collected from members are deposited into the WCF Fund for the current grant cycle and/or toward a Women's Community Foundation endowment. Donations to the WCF are tax deductible to the extent of the law. The Foundation charges a reasonable annual fee for administrative and clerical services provided. This amount may be divided among members as a small additional fee added to their donation.

Membership Levels and Fees

Each year a letter goes out to all members and prospective members advising them that their Premier Membership, Full Membership, Junior Membership, Ms. Membership, Contributing Membership, In Memory Membership, or donation is requested no later than September 1st of that year. Premier Membership, Full Membership, Junior Membership, and Ms. Membership levels contribute a designated amount from their donation for administrative support annually. The remainder goes toward the current grant cycle and/or toward a Women's Community Foundation endowment. All members and contributors may indicate a single or an additional contribution to any or all WCF endowments in addition to their membership contribution. Any woman is welcome to join the WCF. It is the desire of the WCF to attract a membership that is broad, diverse and inclusive. All member names may be used in Foundation publications (brochures, newsletters, annual reports) or other marketing. Please contact the CKCF office if you wish to be anonymous.

Checks are to be made out to Women's Community Foundation and sent to Central Kansas Community Foundation, 301 N. Main, Suite 200, Newton, KS 67114. Donations are generally tax deductible; it is however, always advised to check with your tax professional regarding charitable contributions.

Premier Membership

***Donation level of \$1,000 +, includes attendance and recognition at the Annual Membership Meeting, voting rights, and the opportunity to participate on a committee. This level is the only

level of membership eligible for an annual symbolic gift. Premier Membership levels contribute \$25 of the base, tax-deductible donation (\$525) toward administrative support. The remainder goes toward the current grant cycle and/or toward a specific endowment. Premier Members will be provided the option of directing the endowment portion of their Premier Membership to a Women's Community Foundation endowment of their choosing. Contact CKCF staff for a list of current endowment options. The tax deductibility of this membership level is dependent on member choice. If a member chooses to receive the annual symbolic gift, the allowable amount for tax deduction will be less the value of the gift received. A member may also choose to contribute the \$1,000 + Premier Membership level and add the value of the gift on to their contribution to allow the full \$1,000 + donation to be tax deductible or a member may choose to waive the gift option.

In 2013, the Premier Membership level of \$1,000 + was introduced. At the 2013 Annual Membership Meeting, the \$475 additional donation above \$525 was voted to be directed into the Jan Elizabeth Saab Women's Community Foundation Endowment in 2014. This member established endowment is a testament to this member as well as a shift in the memberships' culture in recognizing permanent endowment benefits for the long term sustainability of the Women's Community Foundation.

Full Membership

***Donation level of \$525 - \$999, includes attendance at the Annual Membership Meeting, voting rights, and an opportunity to participate on a committee. Full Membership levels contribute \$25 of the base, tax-deductible donation (\$525) toward administrative support. The remainder goes toward the current grant cycle and/or toward a specific endowment. Full Members will be provided the option of directing the endowment portion of their Full Membership to a Women's Community Foundation endowment of their choosing. Contact CKCF staff for a list of current endowment options.

Junior Membership

***Donation level of \$325, 26 to 40 years old, includes attendance at the Annual Membership Meeting, voting rights, and the opportunity to participate on a committee. Junior Membership levels contribute \$25 of the base, tax-deductible donation (\$325) toward administrative support. The remainder goes toward the current grant cycle.

*****Ms. Membership**

***Donation level of \$125, includes attendance at the Annual Membership Meeting, voting rights, and the opportunity to participate on a committee. Ms. Membership levels contribute \$25 of the base, tax-deductible donation (\$125) toward administrative support. The remainder goes toward the current grant cycle.

In 2015, the Ms. Membership level of \$125 was introduced for those 25 years old or younger.

Contributing Membership

Donation at any lesser level for the good of the WCF. Contributing Membership levels includes attendance at the Annual Membership Meeting; however it does not include voting rights or the opportunity to participate on a committee. The donation goes toward the current grant cycle

and/or toward a specific endowment. Contributing Members will be provided the option of directing the donation to the Women's Community Foundation current grant cycle or to a Women's Community Foundation endowment of their choosing.

In Memory Membership

Family members and/or friends may elect to continue a WCF membership each year for any current or former WCF Member who has passed. Donations can be made at any level for the good of the WCF. In Memory Members will be recognized with member benefits according to giving levels noted above in Membership Levels and Fees. The WCF Member will be listed in the In Memory section on the WCF annual letterhead and as able in publications and other communications. Family members and/or friends can contact the Foundation to explore the establishment of a legacy fund in their loved ones name for the benefit of the Women's Community Foundation.

Contributor

For those interested in donating for the good of the WCF but are not interested in becoming a WCF Member they may make a donation at any level. Contributors will be provided the option of directing the donation to the Women's Community Foundation current grant cycle or to a Women's Community Foundation endowment of their choosing.

Membership Commitments and Benefits

A year's Premier, Full, Junior, or Ms. Membership commitments and benefits to the WCF includes:

- ♥ Premier, Full, Junior, or Ms. Membership donation by September 1; any funds received after will be held for the following giving year;
- ♥ Invitation to the Annual Membership Meeting and a vote on grantee recommendations according to absentee guidelines;
- ♥ Opportunity to serve on the WCF Advisory Board and/or Grants Committee.

WCF Friends

***Each year the WCF Advisory Board will have the option to recognize WCF Friends. WCF Friends are those who have been involved in helping grow the WCF. These individuals will be provided an invitation to the Grant Awards Ceremony in November for recognition.

Voting and Quorum

WCF Premier, Full, Junior, and Ms. Members are required to sign the CKCF Confidentiality Policy and Conflict of Interest Policy annually to ensure they are in place prior to receipt of the grant applications. Members will abstain from voting for project/programs whenever there is a conflict of interest caused by that members' personal involvement with an organization being considered for a grant. They may participate in other reviews. Depending on circumstance some members may choose to abstain from entire process. In the event that a WCF Member is unable

to attend the Annual Membership Meeting, votes for grantee recommendations can be communicated as follows:

- ♥ By electronic submission;
- ♥ By email to the WCF Advisory Board Chair or a CKCF Staff Member;
- ♥ By mail to the Central Kansas Community Foundation office;
- ♥ By fax to CKCF;
- ♥ By phone to the WCF Advisory Board Chair or a CKCF Staff Member.

Quorum will be present at the Annual Membership Meeting when majority of the total WCF Members in attendance satisfies approval. All in attendance will sign the CKCF Confidentiality Policy.

Annual Membership Meeting

Premier, Full, Junior, Ms., and Contributing Members are invited to the Annual Membership Meeting, please see annual timeline for specific date.

***During the Annual Membership Meeting and before the final vote WCF Members may fill funding gaps to the project/programs up for vote in order of ranking. After the Annual Membership Meeting no additional funding may happen through the WCF to uphold the sanctity of the WCF Membership vote. The WCF serves as philanthropy as well as education of community needs. Once the final quorum takes place at the Annual Membership Meeting WCF Members are welcome to fund the project/programs that are left unfunded by donating outside of the WCF. Contact CKCF Executive Director for alternative ways of giving.

Media and Membership Recruitment

All members are encouraged to recruit new members and “spread the word” about the WCF and its mission in the community.

CKCF staff will assist WCF Advisory Board with distribution of advertising for membership recruitment events and press releases for yearly membership drive, opening of grant cycle, announcement of final grant recipients, and Grant Awards Ceremony.

Grants

Grants will be available to any organization who possesses a 501(c) (3) status under the Internal Revenue Service code, are exempt under statute (i.e. educational institution, church, city, or county) or are formally linked to an organization with such designation. Management of the organization should be in the hands of reliable, ethical and experienced personnel and the project/program should demonstrate a reasonable degree of achieving results and/or supporting rationale to warrant taking a risk. The organization must somehow be affiliated with the community of Newton and/or Harvey County, Kansas and if the organization was funded in the previous year they MUST submit a follow-up report.

The Women's Community Foundation Grant cycle aims to support organizations that directly impact the communities across the Newton and/or Harvey County area. The project/program must be completed by mid-May, unless other considerations are shared prior to project/program completion. Grants may not be awarded retroactively for project/programs. If the project/program has already happened or will happen prior to when grants will be made, it is not eligible.

The WCF is unrestricted. That is, funds can be directed for capitol and/or operating budgets. All fields of interest are eligible for consideration. The Women's Community Foundation is designed to support requests that embody urgency or immediacy to address a critical need; excitement because it is a bold new venture; and/or creativity in providing new solutions to age-old problems. WCF Members are encouraged to bring worthy project/programs to the attention of the Grants Committee.

Grant applications are available on the CKCF website, www.centrankansascf.org, please refer to the annual timeline for specific dates. Completed applications should be submitted online. All submissions are subject to the process, procedures, and rules of both the Women's Community Foundation and the Central Kansas Community Foundation. Upon review by the WCF Grants Committee, additional information may be requested for clarification.

Funding requests will be voted on at the WCF Annual Membership Meeting. Applicants will be notified of their award status. Recipients will be announced at the WCF Grant Awards Ceremony. A representative of those who have requested grants should be present to accept the award if awarded.

Deadline for follow-up reports from grant recipients is also included in the annual timeline. Beginning in 2013, applicants who were funded the prior year must confirm submission of a follow-up report for their prior year project/program. If they did not submit, their prior year follow-up report it must accompany their new application to be considered eligible for the current year of funding. Unfortunately, organizations who do not return their completed follow-up report by the due date may be ineligible for Women's Community Foundation and Central Kansas Community Foundation Grants for the next two years.

Revisions to Policies and Procedures

Annual review of the WCF Policies and Procedures will be led by the WCF Advisory Board. Recommendations, including revisions will be circulated to membership for review. If circulation occurs after the Annual Membership Meeting, recommendations will be presented by the WCF Advisory Board with a member vote going before the WCF Members at the next Annual Membership Meeting before taking affect. An electronic vote may be incorporated if the revision will have significant impact on how the WCF campaign for membership is managed in the upcoming year.

WCF Advisory Board Responsibilities

- ♥ The WCF Advisory Board is described in the following excerpt copied from The Central Kansas Community Foundation affiliate agreement entitled Policies and Guidelines for the Operation of Women's Community Foundation - An Affiliate of Central Kansas Community Foundation signed and dated October 29, 2015.

The Board of Directors shall consist of five (5) members. Each member of the Board is to be selected for knowledge of the educational, cultural, civic, moral, public, or other charitable needs of those served by the Fund, and shall serve without compensation, except for payment of reasonable expenses incurred on behalf of the Fund.

Initially the Board shall consist of the persons named and elected by the convening committee along with the current membership. The term of the original Directors shall be as follows:

1. **Chair** – Inaugural Chair to be 1 year, 2016
2. **Vice Chair** – 2 Year term, 2016 as Vice Chair and then 2017 as Chair
3. **Secretary** – 3 Year term, 2016 as Secretary, 2017 as Vice Chair, and 2018 as Chair - Annual Recruitment through Membership Appointment at the Annual Membership Meeting, beginning 2016
4. **Grants Chair** – Selected from among 2nd Term Grants Committee Members, Appointed at the Annual Membership Meeting
5. **Member At-Large** - Annual Recruitment through Membership Appointment at the Annual Membership Meeting

Following this inaugural year of establishment of these affiliate Directors, the position of Secretary, Grants Chair, and At-Large Member will be recruited and presented before membership at the Annual Membership Meeting for vote. The Vice Chair position is understood to be assumed by the prior year Secretary and the Chair position by the prior year Vice Chair. The following Section IV, Item 3, addresses procedure in event of unforeseen circumstances.

- ♥ Members of the WCF Advisory Board work closely with CKCF staff to see that the WCF timeline is followed. CKCF staff contacts the WCF Advisory Board in January to evaluate the timeline and documents. The WCF Advisory Board Chair, with the help of the committee, reviews WCF correspondence and makes changes as needed.
- ♥ The WCF Advisory Board organizes efforts to recruit new members to Women's Community Foundation. The committee seeks the help of current members to help identify prospects.
- ♥ After the grant application closes members of the WCF Advisory Board and CKCF staff are responsible in making sure the applying organizations are eligible for a grant from the WCF. See Grants above.
- ♥ The WCF Advisory Board assists CKCF staff during the grant application scoring process.

- ♥ The WCF Advisory Board Chair oversees the Grants Committee to be sure that the grant process stays on schedule and serves as the non-voting member of the Grants Committee.
- ♥ The Annual Membership Meeting is organized by the WCF Advisory Board, please see annual timeline. The committee will secure the location, arrange for refreshments, and plan the agenda. CKCF staff will assist the WCF Advisory Board in sending out invitations to the membership and preparing any handouts for the meeting.
- ♥ The WCF Advisory Board and CKCF staff reviews the WCF Policies and Procedures annually and presents recommendations and/or revisions to the membership.
- ♥ The Grant Awards Ceremony is organized by the WCF Advisory Board, please see annual timeline for specific dates. The committee will secure the location and plan the agenda with assistance from CKCF staff.
- ♥ The Chair of the WCF Advisory Board is responsible for updating the WCF handbook and transferring it to her successor by December 1st.

WCF Grants Committee Responsibilities

- ♥ The Grants Committee consists of six WCF Members who serve two year terms. The committee is organized on a rotating basis. Each year, three members rotate off the committee after serving a two year term and three members remain on for a second year. Three new members are selected from those individuals wishing to participate on the committee. Members may serve consecutive terms if there are no other WCF Members wanting to fill committee vacancies. At the Annual Membership Meeting, three new Grants Committee Members are selected and a Chair chosen from those members serving a second year.
- ♥ The Grants Committee Chair will serve on the Advisory Board.
- ♥ The Grants Committee assists CKCF staff in distributing the WCF Grant Application to organizations that directly impact the communities across the Newton and/or Harvey County area.
- ♥ After the closing of the WCF Grant Application, CKCF staff grants the Grants Committee access to all completed grant applications either via online or hard copies for scoring to be completed.
- ♥ Members of the Grants Committee are responsible in making sure the applying organizations are eligible for consideration for a grant from the WCF. See Grants above.
- ♥ The Grants Committee meets per the annual timeline to review the grant application scores completed by the committee and submits grantee recommendations to be voted on by the WCF Premier, Full, Junior, and Ms. Members at the Annual Membership Meeting.
- ♥ Each Grants Committee Member signs the CKCF Confidentiality Policy and Conflict of Interest Policy prior to receipt of the applications. Members of the committee abstain from voting for project/programs whenever there is a conflict of interest caused by that members' personal involvement with an organization being considered for a grant. They may participate in other reviews. Depending on circumstance some members may choose to abstain from entire process.