



Administrative Services Available

**FOR MORE INFORMATION,
PLEASE CONTACT:**

A member of the Giving Strategies Team:

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Administrative Services Available

<p>GRANT SERVICES</p>	<ul style="list-style-type: none"> • Develop grantmaking application process • Ascertain applicant eligibility • Review proposals and make recommendations • Prepare grant checks and grant correspondence • Maintain grant files • Report grant outcomes • Prepare quarterly activity reports • Manage competitive grant submission process
<p>GOVERNANCE</p>	<ul style="list-style-type: none"> • Corporate records and governing documents • Prepare action ballots between meetings • Develop or review governance policy
<p>FINANCIAL SERVICES</p>	<ul style="list-style-type: none"> • Coordinate annual Board education/training program • Assist with development of operational budget • Process expense payments
<p>COMMUNICATION SERVICES</p>	<ul style="list-style-type: none"> • Include on St. Louis Community Foundation website • Implement grantee communication • Announce grants to media
<p>GIFT PLANNING</p>	<ul style="list-style-type: none"> • Consult with Private Foundation Trustees regarding philanthropic planning