



**100 women in
hedge funds®**

**Beneficiary Selection Process 2014
Due diligence**

This form should be used by the respective 100WHF Beneficiary Selection Committees for US, UK and Swiss fundraising purposes. Please note that any US fundraising will be for selected US-based charities only; any UK fundraising will be for selected UK-based charities only and any Swiss fundraising for Swiss-based charities only.

FOR US APPLICANTS, PLEASE RETURN APPLICATION MATERIALS BY FRI NOV 15, 2013 TO JANICE HALL, PHILANTHROPY CHAIR AT philanthropy@100Womeninhedgefunds.org.

Part A: Initial review from online resources and/or initial conversation with the charity

1. Name of organization to which grant would be paid. Please list the exact legal name.
2. Principle address of organization
3. Website address
4. Telephone number: Fax: E-mail:
5. Executive Director
6. Contact Person and title (if not executive director)
7. Not-for-profit status
 - a. If US charity applying for funding as US 2014 Gala Beneficiary, is the organization an IRS 501 (c) (3) not-for-profit? (yes or no)
 - i. Organization's Tax ID # _____
 - b. If UK or Swiss charity applying for funding as UK 2014 Gala beneficiary, is the organization a UK or Swiss Registered Charity? (yes or no)
 - i. Organization's Registered Charity No _____
 - ii. If organization also has a 501 (c) (3) organization, please provide Tax ID # _____
8. Total organizational budget for current year (please indicate currency - \$ or £ or CHF)
9. A brief overview of the budget, income sources and expenses (including long-term projection of funding needs and sources for ongoing projects)
10. A description of the organization and an indication of competence in the area of the theme for the year (which for 2014 is an organization that provides direct services in the area of women and family health)
11. Description of organization's national scope (in the US for US-based charities, in the UK for UK-based charities and in Switzerland for Swiss based charities)

Part B: Determine whether organization meets the objectives/criteria set for the 2014 beneficiary

Objective for 2014 Gala beneficiaries

Identify an organization that provides direct services in the area of women and family health, that resonates with the global hedge fund industry and can demonstrate that it can enhance 100WHF's branding across its three pillars of Education, Philanthropy and Professional Leverage, and for whom 100 Women in Hedge Funds can 'make a difference.'

Goals

1. Select organization(s) where our money and effort *makes a difference*, can be readily applied to the proposed project, have the greatest impact on the year's theme, and can be clearly articulated
2. Affiliate with strong brand that is widely accepted and gets a wide spectrum of people's interest and support for maximum buzz and fundraising.
 - i. Breast Cancer and Ovarian Cancer research and treatment programs as women's health care beneficiaries in 2002/5 were very powerful for members and others in industry. Childhood obesity beneficiary in 2011 received strong financial support from financial community.
 - ii. Education in 2003, 2006 and 2009, 2012 had strong support from hedge fund icons.
 - iii. Mentoring – Big Brothers/Big Sisters, a national organization which celebrated its centennial in 2004 and was supported again in 2010; The Prince's Trust and Centrepont – both with a solid reputation and national brand in the UK for London Gala in 2007 and 2010 respectively; iMentor, strong hedge fund support and ability to make a difference nationally in 2007.
3. An organization capable of effectively using within a 1-2 year timeframe the net amount likely to be raised by 100WHF in the US (for US based charity) , in the UK (for UK based charity) or in Switzerland (for Swiss based charity)
4. For both US and UK fundraising, respectively, preference given to organizations that have a national scope, serving a population beyond the city where the main fundraising will occur. Note that we will not fund activities outside the US (for US based fundraising) and outside the UK (for UK based fundraising)
5. Organizations able to identify and deliver a high profile "Effecting Change" honoree along with supporters that can drive up fundraising through table sales, Gala sponsorships, auction donations and auction bidding

Criteria for initial inclusion

- Must be an organization with a national scope that provides direct services in the area of women & family health
- Must be an organization that has access to hedge fund icons, supporters or other high profile individuals, including being able to deliver a high profile Effecting Change honoree or Gala

contributors to participate in the gala. Must provide high profile experiences for live auction. Please provide examples.

- Must be an organization that has access to and can deliver multiple forms of entertainment to participate at gala such as musical entertainment and emcee. Please provide examples of previous fundraisers and entertainment.
- Must be an organization with a demonstrable and successful record supporting women and family health

Additionally, please note:

- Previous 100WHF beneficiaries of the Gala are eligible for consideration of subsequent grants from 100WHF
- Beneficiaries cannot have a direct affiliation with any political party or religious organization
- Beneficiaries must provide direct services in the area of women and family health and not simply advocacy.
- (US-based charities only) Prior to receiving final approval on being selected as the US annual beneficiary, all US-based organizations must state in writing that they adhere to the *Anti-Terrorist Financing Guidelines: Voluntary Best Practices for U.S.-Based Charities*, released by the U.S. Treasury Department of the Treasury in November 2002, and specifically state that no money given by 100WHF Foundation to the designated charity will be used to directly fund activities outside the United States OR for terrorist-related activities. This requirement should be communicated to all US-based charity applicants.

[If at this point, it appears that the organization does not meet the criteria, please inform Janice Hall, Philanthropy Chair of the reasons why this organization should not be considered further.]

If the organization does meet the criteria, please inform Janice Hall, Philanthropy Chair that you are ready to proceed to Part C. They will determine with the Relationship Manager for each charity who will be contacted at the organization.

Part C: Due Diligence Documentation

Documentation required by potential beneficiaries includes, but is not limited to the items listed below. The Board shall have discretion to accept different documentation from organizations with less than 3 years of operations, provided that it can conclude in good faith that it has enough information about the proposed beneficiary to accept the organization as a grantee. For example, to the extent that financial statements are lacking, the Board might put greater emphasis on materials relating to use of funds and a commitment to provide a formal role for one or more Board representatives in the ongoing activities of the organization for a specified time after the grant.

1. Funding Request – the program which 100WHF would fund.

- a. If general operating support, briefly describe how this grant would be used to further the organization's ability to promote and/or provide services in the area of women and family health.
 - b. If for a specific project, please explain the project including:
 - A statement of its primary purpose and the need or problem that is being addressed.
 - The population that is served and how this population will benefit from the project.
 - The proposed staffing pattern for the project
 - Anticipated length of the project
 - How the project contributes to the organization's overall mission.
2. Evaluation – Please explain how effectiveness of activities will be measured. Describe criteria for a successful program and the results expected to have been achieved by the end of the funding period.
 3. Financial Information – Please provide the dates that each document covers and label attachments to correspond to the bold-faced, capitalized items below.
 - a. The **PAST THREE FINANCIAL STATEMENTS**, audited if available. These statements should reflect actual expenditures and funds received during your most recent fiscal year.
 - b. Aligned side by side on the same page, the **OPERATING EXPENSE BUDGETS** for current and most recent fiscal year.
 - c. Align side by side on the same page, **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
 - d. **A CURRENT EXPENSE BUDGET FOR THE PROPOSED BENEFICIARY PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant.
 - e. **Most recent 990 Form**
 4. A list of the Board of Directors, with their affiliations.
 5. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
 6. A copy of the most recent IRS letter indicating the agency's tax exempt status, or, if not available, an explanation.
 7. Copy of the most recent Annual Report.
 8. Informational brochures and no more than five examples of recent articles, or evaluations of, your organization, if available.

9. Short summary of concrete ways in which the organization's Board, and contacts among hedge the fund community, supporters and other high profile potential honorees or Gala contributors would contribute to the success of the 2014 Gala
10. Short summary of how the organization might further its partnership with 100WHF post Gala, through unique access to high profile forums and events for our senior practitioner members, by offering 100WHF members the option to serve on Boards related to the organization, and through specific naming opportunities etc.
11. Any other documentation that the due diligence director, the Committee and/or the beneficiary organization may deem to be necessary or helpful in support of the Committee's deliberation.

Following completion of the due diligence, the US Beneficiary Selection Committee, under the leadership and guidance of the Philanthropy Chair, will create a report on all qualified charities for review by the 100WHF Foundation Board for US charities. A similar process would occur with the London Board for UK and Swiss charities.

The relevant Board will vote on the charities from which they would like to receive a final presentation. Following the presentation/s, the members of the relevant Board, for each of the US, UK and Swiss fundraising efforts respectively, will vote on beneficiary/ies and make final selections. Any UK or Swiss based decision will also be reviewed by the Global Association Board prior to final determination.