



100 women in
hedge funds®

**US Beneficiary Selection Process 2016
Due diligence**

This form should be used by the 100WHF Philanthropy Committee for US fundraising purposes.

PLEASE RETURN APPLICATION MATERIALS WITH YOUR RESPONSES BY OCTOBER 15, 2015 TO BONNI PACTOR, PHILANTHROPY CHAIR AT philanthropy@100womeninhedgefunds.org.

Part A: Organizational Overview

1. Name of organization to which grant would be paid. Please list the exact legal name.
2. Principle address of organization (headquarters).
3. Website address.
4. Telephone number: _____ Fax: _____
5. Prior 100WHF beneficiary?
6. Executive Director phone, email and number of years in this position.
7. Contact Person, title, phone and email (if not Executive Director).
8. Year founded.
9. Not-for-profit status
 - a. Is the organization an IRS 501 (c) (3) not-for-profit? (yes or no)
 - i. Organization's Tax ID # _____
 - ii. If you have answered no, please explain.
10. Total organizational budget for current year (USD).
11. A description of the organization and an indication of competence in the area of the theme for the year (which for 2016 is an organization that provides direct services in the area of mentoring).
12. A brief overview of the organization's budget, income sources and expenses (including long-term projection of funding needs and sources for ongoing projects).
13. An indication of one or two projects that could be supported with around USD 1,000,000-1,500,000 (please use this as an estimate not a guaranteed grant amount) and could "make a difference."
14. Description of organization's national scope and description of any difference in scope between organization and project(s).

Part B: Determine whether organization meets the objectives/criteria set for the 2016 beneficiary

Objective for 2016 Gala beneficiaries

Identify an organization that provides direct services in the area of mentoring services, that resonates with the global financial industry, 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.' Please note that the charity must fit under the theme of Mentoring for 2016 to qualify and our strong preference is for a charity that is directly involved in providing mentoring services.

Goals

1. We select organization(s) where our money and effort *make 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. We want to affiliate, where possible, with a strong brand that is widely accepted and gets a wide spectrum of people's interest and support for maximum buzz and fundraising.
3. We grant money to organizations capable of effectively using within a 1-2 year timeframe the net amount likely to be raised by 100WHF. We prefer not to swamp a small charity nor be so small a grantor for a large charity that our funds can't have impact. In the US, please assume a grant of around USD 1,000,000-1,500,000 (this is an estimate not a guarantee).
4. Organizations must have a national scope, where possible serving communities where our membership resides (in the US, this is Boston, California, Chicago, Connecticut, Minneapolis, New York, North Carolina, Philadelphia, Texas and Washington D.C.) Note that we will not send funds outside the country where the major fundraising takes place.
5. It is extremely beneficial if the charity is able to identify and deliver a high profile MC or entertainer and/or appealing auction items for the Gala evening, in order to help make the event a huge success.

Criteria for initial inclusion

- Must be an organization with a national scope that provides direct services in the area of mentoring services.
- 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 contributors to participate in the Gala. Must provide high profile experiences for live auction. *Please provide examples of previous fundraising support and achievements. Also please note any planned Galas or fundraising for 2016, dates for each and high profile guests/resources already committed.*
- Must be an organization that has access to and can deliver multiple forms of entertainment to participate at gala such as musical entertainment and MC. *Please provide examples of previous fundraisers and entertainment.*
- Must be an organization with a demonstrable and successful record supporting mentoring services. Must be able to support and spend a grant of around USD 1,000,000-1,500,000 within 1-2 years.

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 mentoring services and not simply PR or lobbying around a theme.
- 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 AntiTerrorist 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.

Part C: Due Diligence Documentation and Additional Information

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. For the specific project(s), 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.
 - b. If any of the funding would go toward 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 mentoring.
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, and number of years on board For the Chair of the Board, please also indicate number of years in that role.
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, contacts among the hedge fund community, and other supporters would contribute to the success of the 2016 Gala and other fundraising for 2016.
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. Short description and explanation of any negative publicity your organization has been involved with over the last 3 years.
12. Please list any potential candidates for the Effecting Change Award* that is affiliated with your organization. Past Effecting Change honorees are here:
http://www.100womeninhedgefunds.org/pages/honorees_change.php
13. Does the organization have any 100WHF affiliations?
14. 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 Philanthropy Committee, with the assistance of 100WHF's CEO, will create a report on all qualified charities for review by the 100WHF Board of Directors. The Board will vote on the charities from which they would like to receive a final presentation or they may vote to accept one particular charity. You will be informed by the Philanthropy Committee if you have reached the final round in late January 2016. The final presentation date will be Wednesday, Feb 10, 2016 in New York City.

***EFFECTING CHANGE AWARD**

The 100 Women in Hedge Funds' Effecting Change Award is given to an individual who has made a difference in the area of our philanthropic theme for the year (Mentoring) either through their own philanthropic efforts, or through their personal commitment to make their influence count.