



**100 women in  
hedge funds®**

**Beneficiary Selection Process 2015  
Due diligence**

**This form should be used by the respective 100WHF Beneficiary Selection Committees for Cayman, Italian, Hong Kong, and Swiss fundraising purposes. Please note that any Cayman fundraising for Cayman based charities only; any Italy fundraising for Italian charities only; any Hong Kong fundraising for Hong Kong charities only; and any Swiss fundraising for Swiss based charities only.**

FOR HONG KONG APPLICANTS, PLEASE RETURN APPLICATION MATERIALS WITH YOUR RESPONSES TO PART A AND B BY February 6, 2014 TO [hkcharity@100womeninhedgefunds.org](mailto:hkcharity@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
  - If Cayman, Italian, Swiss or Hong Kong charity applying for funding as 2015 Gala beneficiary, is the organization a Cayman, Italian, Swiss or Hong Kong 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 - \$, C\$, Euro, CHF or HKD)
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 2015 is an organization that provides direct services in the area of education)
11. Description of organization's national scope

## **12. Part B: Determine whether organization meets the objectives/criteria set for the 2015 beneficiary**

### **Objective for 2015 Gala beneficiaries**

Identify an organization that provides direct services in the area of education, 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'. Please note that the charity must fit under the theme of education for 2015 to qualify.

### **Goals**

1. We 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. 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 an organization 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 cannot have impact.
4. Organizations must have a national scope, where possible serving communities where our membership resides. Note that we will not send funds outside the country where the major fundraising takes place.
5. Our preference is for an organization that is able to identify and deliver a high profile MC or entertainer 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 (where our membership base is) that provides direct services in the area of education.
- Must be an organization that has access to hedge fund icons, supporters or other high profile individuals. Must help provide the Gala committee with high profile experiences for a live auction.
- Preference is for 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.

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 education and not simply PR or lobbying around a theme.

**Note: Applicants will be notified by the relevant Philanthropy Selection Committee, if they qualify to move onto Part C**

## 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 education.
- 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.**
  - a. 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 (US only).**

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 or relevant local Regulatory body's 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 2015 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 relevant Beneficiary Selection Committee, with the assistance of 100WHF's CEO, will create a report on all qualified charities for review by the relevant 100WHF Board of Directors. The relevant 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.***