

## Grantmaking Fundamentals Workshop Detailed Agenda - June 4, 2019

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| <i>Coffee and Registration</i>  | 8:00 AM – 8:30 AM   |
| <b>Welcome &amp; Introductions</b>  | 8:30 AM – 8:50 AM   |
| <b>The Philanthropic Landscape</b><br>Participants get to know one another and put their own foundation or giving program within the broader context of philanthropy.   | 8:50 AM – 9:30 AM   |
| Learning Results <ul style="list-style-type: none"> <li>• Basic facts about foundations and the philanthropic sector</li> <li>• More about charitable giving trends with national and local philanthropies</li> <li>• Current trends and debates in philanthropy</li> </ul>   | Elisabeth Hyleck,<br>Maryland<br>Philanthropy Network   |
| <b>Working your Guidelines and Communicating Funding Priorities</b><br>Participants reflect on their organizations' areas of interests and goals, as well as communicating with potential grantees and partners.  | 9:30 AM – 10:30 AM  |
| Learning Results <ul style="list-style-type: none"> <li>• Grounding your mission in values</li> <li>• Aligning grant guidelines and types of grants to your values</li> <li>• Rationale, tips and tools for communicating those things to the public</li> </ul>   | Ann Billingsley,<br>Hoffberger Family<br>Philanthropies and<br>Elisabeth Hyleck,<br>Maryland<br>Philanthropy Network                  |
| <i>break</i>  | <i>15 minutes</i>   |
| <b>Funding Recommendations and Due Diligence</b><br>Participants learn the art of grantmaking, balancing organizational values and goals, trustees' interests, and best practices in due diligence to better review and recommend grant proposals.  | 10:45 AM – 12:15 PM   |
| Learning Results <ul style="list-style-type: none"> <li>• typical steps and best practices in the proposal review process</li> <li>• how to determine a proposal's relevance and fit to your foundation culture</li> <li>• an introduction to nonprofit financial statements</li> <li>• best practices in presenting recommendations to the board and communicating with grantseekers and grantees</li> <li>• how to conduct a valuable site visit</li> </ul> | Cathy Brill, Leonard<br>and Helen R. Stulman<br>Charitable Foundation<br>and Amy Kleine, Harry<br>and Jeanette<br>Weinberg Foundation |

*30 minutes*

**ABAG's Guiding Principles and Ethics**

Participants are introduced to key legal and ethical issues in grantmaking through scenarios and ABAG's *Guiding Principles*.

- the basic rules of *expenditure responsibility*
- definition and how to avoid *self-dealing*
- the role of *conflicts of interest* policies
- strategies for managing common ethical challenges

12:45 PM – 1:30 PM

Mike Brannan, The Annie E. Casey Foundation and Elisabeth Hyleck, Maryland Philanthropy Network

**Maximizing Grant Impact**

Participants connect capacity building, advocacy, grantee engagement, and diversity/inclusion to effectiveness and identify leadership roles in philanthropy beyond delivering dollars.

Learning Results

- key strategies to leveraging grant dollars
- considerations for working with government
- the importance of diversity, equity, and inclusion to effective grantmaking

1:30 PM – 2:30 PM

Rosimar Melendez, The Horizon Foundation, and Yinka Bode-George, Maryland Philanthropy Network

*break*

*15 minutes*

**Managing Your Grant Portfolio**

Participants discuss grant monitoring, evaluation, and closure – including what to do when grantees flounder.

Learning Results

- an overview of the types and purpose of evaluation
- the design of grant reports
- effective practices in working with nonprofits to support their success

2:45 PM – 3:45 PM

Misty Gibson, Meyerhoff Family Charitable Trusts and Elisabeth Hyleck, Maryland Philanthropy Network

**Continuing to Learn**

Participants discover additional resources for ongoing development.

Learning Results

- Opportunities and resources, both national and local, for continuous learning
- Networks to support your work
- Strategies for fostering personal satisfaction from your work

3:45 PM – 4:00 PM

Elisabeth Hyleck, Maryland Philanthropy Network