



# Establishing an Affiliate Foundation

Since 1993, the Community Foundation of the Ozarks has offered foundation services to smaller communities and rural counties across central and southern Missouri. The CFO now has regional affiliate foundations serving more than 50 counties south of the Missouri River. Each affiliate has its own governance board and, for the most part, operates as an autonomous organization.

If there is not already an affiliate foundation in your area and you are interested in forming one, there are a few steps you will need to take:

- Step 1:** Host a community meeting to gauge interest and educate community members on the benefits of having a local affiliate.
- Step 2:** Sign a Memorandum of Agreement with the CFO outlining the requirements for becoming an affiliate foundation.
- Step 3:** Assemble a local board of nine to 11 people that will guide the affiliate foundation.
- Step 4:** Raise \$30,000 to create an unrestricted grantmaking fund to give back to the community.
- Step 5:** Create bylaws to govern the board of your local affiliate foundation.

If the funds needed to establish an affiliate have not yet been raised, the CFO will partner your group with the nearest local affiliate. Through this partnership, you will receive guidance and mentorship until you have reached the \$30,000 level and can be recognized as your own separate affiliate.

Once you have signed the Memorandum of Agreement, your group has 18 months to raise funds and establish an organizational structure, with the guidance of CFO staff.

## SERVICES PROVIDED TO AFFILIATE FOUNDATIONS

- Board development and education
- Investment management
- Broad gift acceptance policy
- Administrative support, including: donor and fund reports; gift acknowledgement letters to donors; quarterly reports; quarterly investment performance statements; and an online grantmaking system
- Director's and officers insurance, event insurance
- Affiliate foundation logo and webpage on the CFO website
- Grant opportunities for affiliate foundations
- Annual awards and Rural Philanthropy Summit conference
- Assistance with planned giving and fund development

If you are interested in establishing an affiliate foundation in your area, please reach out to Alice Wingo, Vice President of Affiliates, at [awingo@cfozarks.org](mailto:awingo@cfozarks.org) or 417-864-6199 to discuss the process.