



BENEFIT PROGRAM

Proposal
Full Outsourcing of a Foundation in Slovakia

Submitted:

Benefit Program

1st Slovak Nonprofit Service Center (1.SNSC)

www.1snsc.sk



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Foreword

The goal of Benefit Program is to provide tailored services (outsourcing on professional level) that help and enable a corporate or private donors to create and run foundation or fund for support of publicly beneficial activities while focusing their capacity on business by keeping decision making about their investments in their hands. Benefit Program services contribute to more effective and transparent use of funds provided to supported activities or organizations.

In a case that the founder of a foundation is interested only in some services it is possible to create specifically tailored set on request. Fee for such a set of services will be individually negotiated.

Description of Complex Service Set

Daily Management

- Management of standard correspondence, its registration and replays - based on pre-agreed procedure and standardized letters.
- Providing of basic information about activities and support available from the foundation to individuals and organizations based on pre-agreed procedure and materials (via phone and mail).
- Preparation of basic materials for the Board of Directors of the foundation - based on pre-agreed procedure and materials.
- Ensuring the compatibility of the foundation with all legal, tax and other laws and regulation in the close cooperation with CEO or law department of the founder.

Specialized activities and procedures

- Preparation of basic information and materials for the Annual Report of the foundation
- Proposal and management of foundations internal database (grant applicants, procedures and grantees narrative and financial reporting etc.) – based on the agreed types and scale of monitored data.
- Preparation of data and information for PR or marketing department of the foundation or founder.

Identification of Areas of Support and Strategy Development for a Foundation

- Active participation on areas analyses – experience with conducted analyses for current clients of Benefit Program.
- Active participation in identification of interesting projects and organizations – good knowledge of NGOs and their activities in Slovakia.
- Active participation in development of long-term support strategy for the foundation in close cooperation with the founder or marketing/sponsoring department.

Selection Process for Grant Making

- Development of evaluation criteria for selected areas, projects or organizations.
- Development of standardized application forms
- Promotion of Grant Round deadlines (NGOs and media)
- Provision of individual consultations for applicants – if requested or appropriate
- Collecting and processing of grant applications
- Recommendations for evaluation committee members and communication with them
- Coordinating the evaluation meeting
- Development of recommendations for Board of Directors based on the results of the evaluation.

Realization, Monitoring and Outcomes

- Preparation of grant agreements with supported individuals or organizations
- Creation of standardized conditions for use and reporting for the provided support.
- Content and financial monitoring of supported activities based on the grant agreement.



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- Development of reports for the CEO and/or Board of Directors on supported activities – if requested and appropriate
- Development of final report and recommendations for CEO and/or Board of Directors based on end results of supported activities and their evaluation.

Consideration / Fees for Provided Services

Fee for provided services will be subject to negotiations.

Contractual Relations

The provision of outsourcing services and all rights and responsibilities of involved subjects will be specified in contract between foundation and the 1.SNSC. Draft contract will be prepared and submitted to the founder of the foundation based on request.

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