

INTRODUCTION

FUND ADVISOR TOOLKIT

Northwest Minnesota Foundation



What are the Toolkits and How to Use Them

The Toolkits take the place of the previously printed Fund Advisory Committee Handbook, which was hard to keep up to date.

The web-based Toolkits are kept in a password-protected section of the NMF website. Here, fund advisors can access information and forms on a variety of topic areas. There will be toolkits in following areas.

Introduction. Here, you will learn more about NMF, the relationship between your fund and NMF, and some basic guidelines around fundraising that your fund is expected to meet.

Operations. This section outlines and holds what is necessary from the operational standpoint of having a fund with NMF. Any forms you may need – such as donation submission forms, payment requests, and grant recommendation forms/processes – are found here.

Planning. It is always important to know the needs of your community or organization. This section will share information on how to ask your community or constituents about their needs and how to plan to meet them.

Marketing. Telling and sharing the stories of the impact your fund makes will inform grantees, future grantees, and especially your donors and any future donors as to why your fund needs their support. This section will share information on how to develop talking points, share impact stories, and speak to why your fund is held at NMF.

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Fundraising. Raising money for a component fund can happen in a number of ways. This section will help you identify the best ways to raise money for your particular component fund to meet the fund's purpose and help achieve impact.

Grant-making. Making grants and thanking donors is an important part of the work of a fund advisor. We know philanthropy plays an important role in meeting community needs. Effective grant-making requires quality grant application forms and review, and donor support is necessary as we build community assets. In this toolkit, you will find guidance on successful grant-making and successful donor recognition.

Belonging. Our best work happens when organizations and fund advisors represent the community in which they operate. That means getting to know our neighbors and inviting them to the table. This toolkit will help ensure that committee representation is inclusive and welcoming for the community in which you operate.

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