

corporate foundation services



We Help You Stay Focused on Your Causes

We Give Help That Helps You Give

While every foundation enjoys a distinctive history, philosophy and operating style, most also share a common challenge — the burden of competent, professional administration. This is why GHCF offers Corporate Foundation Services, an invaluable administrative and operational resource that takes care of day-to-day details so you can focus on the bigger picture of grant-making. GHCF provides different levels of services for different levels of need, so no matter the size of your foundation — or whether you're just starting out or are already well-established — you can benefit from our extensive offering.

GRANT MANAGEMENT AND ADMINISTRATION — GHCF's standard services include everything from reviewing grant requests and verifying the tax-exempt status of grant applications to letter preparation, grant payment processing and arranging site visits. Our expanded services include mail and phone management, grant-tracking and invoice payment, among others.

BOARD MEETING COORDINATION AND SUPPORT — Our comprehensive selection of standard services includes biannual board meeting coordination, agenda and grant-summary preparation, and Recording Secretary duties. Our expanded list grows to encompass up to four meetings a year, financial report preparation and strategic thinking for your entire grant process.

"The Greater Houston Community Foundation has been a wonderful provider of administrative and managerial services to our trust. Their assistance has made it much easier to stay strategic in our philanthropy."

Corbin J. Robertson Jr.
Chairman, The Cullen Trust for Higher Education



GREATER HOUSTON
COMMUNITY FOUNDATION

Smart giving. Better results.

713-333-2200 · www.ghcf.org
4550 Post Oak Place, Suite 100, Houston, TX 77027