

Giving Together:

A Workbook for Family Philanthropy



Introduction

The exercises in this workbook are based on our experience working with family philanthropies. Every family we meet brings its own unique culture, goals, and strengths to the journey of creating a family philanthropic enterprise. The resulting governance structures, funding approaches, and operating models are nearly as varied as the families themselves.

The exercises in this workbook acknowledge and reflect this diversity, while at the same time providing you with a logical approach, including the important questions and steps towards creating an effective and rewarding shared experience.

The workbook is organized into the following three components critical for designing a family giving enterprise:

- 1. Establishing Goals and Getting Started
- 2. Developing Mission, Vision, Values
- 3. Establishing Operations and Implementation

We encourage you to use the worksheets to explore and understand key decisions and the range of options available to philanthropic families.

There are some worksheets that are intended primarily for the donor generation, particularly if yours is a new family endeavor. These exercises (1–5) are intended to help clarify your goals and interests so that you can clearly communicate what kind of a family philanthropy you are inviting other family members to join. Most of the worksheets are meant for your family to work on together in a spirit of learning and sharing more about one another and your common interests.

Finally, a word both of caution and encouragement. While some families easily navigate the waters of creating or refining a family giving experience, others will find that some of this work is neither intuitive nor easily executed. Family conversations about individual or shared values, or how to allocate the responsibilities of operating a family philanthropy, can be challenging. Callan Capital's experience in working with hundreds of families over the years demonstrates that the support, encouragement and experience of skilled facilitators can make the difference between a successful experience and an unsatisfactory one.

Table of Contents

P. 2 Goals and Getting Started

- p. 2 Worksheet 1 Motivations
- p. 3 Worksheet 2 Why Family
- p. 4 Worksheet 3 Who is Family
- p. 5 Worksheet 4 Who is in Charge
- p. 6 Worksheet 5 How Much
- p. 7 Worksheet 6 Shared Values
- p. 8 Worksheet 7 Family Discussion Guide
- p. 9 Worksheet 8 Values Inventory
- p. 10 Worksheet 9 Giving History

P. 11 Mission, Vision, Values

- p. 11 Worksheet 10 Focus and Interest Areas
- p. 13 Worksheet 11 Bringing Values and Interests Together
- p. 14 Worksheet 12 Developing a Vision
- p. 15 Worksheet 13 Guiding Principles, Impact, and Scope
- p. 16 Worksheet 14 Developing a Mission Statement

P. 18 Operations and Implementation

- p. 18 Worksheet 15 Finding Organizations to Fund
- p. 19 Worksheet 16 Creating Criteria for Choosing
- p. 20 Worksheet 17 Size and Duration of Grants
- p. 21 Worksheet 18 Creating a Calendar
- p. 22 Worksheet 19 Getting It Done
- p. 23 Worksheet 20 Assessment and Learning



Motivations

Which of y	our motivations do you think you share with other members of your family?
	E FOLLOWING USING A SCALE OF 1-5, WITH 1 BEING LEAST IMPORTANT AND 5
	To share your good fortune by giving back to society
	To help those who have less and meet critical needs in society
	Personal identification and experience with an issue, cause, population, or organization
	Religious and/or ethical beliefs
	To improve the quality of life – hospitals, museums, performing arts, etc.
	To set an example for your family
	To set an example for peers and others
	To leave a legacy
	It is enjoyable and fun
	To avoid or reduce taxes
For those t	o which you give a 5, think about the basis for these motivations and jot down a few notes for



Why Family?

What benefits to the family do you want to gain as a result of giving together?

What are the goals?

There are many different reasons for family members to choose to work together in philanthropy. We believe that taking the time to identify the benefits from working together is a crucial first step and makes many of the other decisions about family involvement, decision making, and strategy easier. In all likelihood your family will have a number of different goals and desired benefits. We encourage you to rank them on this worksheet so that you know which ones are the most important.

In some families, the donor generation may wish to complete this worksheet first so that they can communicate their intent to other family members. All family members may want to complete the worksheet so that you can discuss the responses together.

RATE THE FOLLOWING USING A SCALE OF 1-5, WITH 1 BEING LEAST IMPORTANT AND 5 BEING MOST IMPORTANT:

 Bring the family closer together
 Pass on philanthropic values and spirit of giving to the next generation
 Learn more about other family members and their interests
 Begin to establish or continue a family philanthropic legacy
 Teach family members how to give effectively
 Have fun together
 Recognize and celebrate the family business, history and values
 Foster a mindset of abundance
 Other

Keeping these goals in mind will help you navigate the bumpy times and maintain a focus on what is most important to you.



Who is Family

What family members will be involved?

There are no firm rules about who should be involved in a family's philanthropy. In some family foundations, only blood relatives are invited to participate, while in other families, spouses, partners, cousins, and even close friends may be invited. If you are a donor thinking about this issue, you may want to think both about individuals you would like to involve and also about the broader principles behind your invitation. Are you looking for a certain level of involvement and experience? Or do you want to invite all who consider themselves family to be part of the process? Answers to this question will also reflect your goals from Worksheet 1.

SHECK	ALL INAI A	APPLI.				
		Spouse/Partner		Children		
		In-laws		Parents		
		Siblings		Extended family		
		Close friends that are considered family				
		Trusted advisor				
		Other				
What d	o you think \	will be the criteria for par	ticipation in t	the family philanthropy?		
CHECK	ALL THAT	APPLY AND DESCRIBE:				
		Age				
		Location				
		Demonstrated interests				
		Education				
		V 1				
		Donation of own funds				
		Ability to attend meetings				
		Common funding interests				



Who is in Charge?

What are your preliminary thoughts about decision making?

How much will each family member's voice count?

As with Worksheet 1, it may make sense for the donor generation to complete this worksheet and then communicate the results to other family members. As a donor, you may want your family to be part of the philanthropy; however, we encourage you to consider how comfortable you are sharing control. Understanding and communicating openly your feelings about this to other family members is crucial in developing a successful process. Be aware that other family members may choose not to participate if they believe that their input will not be valued.

There are different levels of decision making, from who will take notes at meetings to how grantees will be chosen. The type of decisions you are making will help determine the manner in which you make them, and not all decisions require the same level of consensus or buy-in.

CHECK ALL THAT APPLY:

	Everyone will be included, but realistically, the donor has the vote
	The donor's vote probably counts more than the others
	The donor will retain veto authority
	We would like it to be a democracy but recognize that others will defer to the donor
	Each family member will make decisions about their own giving
	Decision making will be delegated to certain family members
	A democracy - one person, one vote
	Other
	your family style, you can vote openly or cast secret ballots. It is also often helpful polls to see how people are thinking and feeling in the middle of the process.
	We will make decisions through consensus
Consensus med	ans finding a decision that all parties can live with even if there is not complete
	Other



How Much?

If you are the donor, you may make many of these decisions before involving the rest of the family. Examine your goals for family philanthropy. If you would like to encourage independent giving, you may want to require that other family members contribute something of their own, in dollars or hours spent volunteering. If you would like to educate the family about issues or philanthropy in general, you may want to consider a budget for conferences and other meetings.

1.	If you have a history of family giving, what was the annual charitable-giving budget?
	Year Budget
2.	What will be the annual charitable gifting budget for the family going forward?
	This year
	Next year
	Moving forward
3.	What giving vehicles will you use?
	Direct gifts
	Donor advised fund (through a community foundation or commercial fund)
	Private family foundation
4.	Do you expect the budget to be allocated in a particular way?
	Direct gifts
	Amount or percentage for each family member
	Amount or percentage for the family to decide upon jointly
	Other
	Will there be additional contributions expected of family members either in dollars or volunte ne? Describe.
	Your contribution
	Other family members' contribution



Shared Values

Since the best philanthropy is guided by values and passions, identifying shared values among family members is an important step in your process. The following questions can help you to identify your core shared values and the relationship of those values to your charitable giving. The simplest way to use them is first as a personal reflection exercise, completed by individual family members. Next, you can come together to discuss and explore areas of commonality. Much of the benefit of this exercise comes from the shared conversation.

INDIVIDUAL REFLECTION QUESTIONS:

Think about two or three formative experiences in your life. How did they shape your core values?
2. Identify two or three people (they could be family members, other people you know, or historic figures) who have been strong influences on you. What values did they transmit to you?
3. What is important to you and what values guide the choices you make in life? What would you consider your most important values? (If needed, see attached inventory of values.)
4. What values did your parents pass on to you? What do you think are the values common to your family?
5. How do the values you have identified speak to the kind of giver you want to be?



Family Discussion Guide

Together with other family members, share and discuss your questions on the preceding page, especially #3 and #4. You may want to put all family members' answers up on a piece of easel paper for clear viewing and identify values or clusters of values that seem to be shared by many in the family. Elaborate on them by sharing family stories illustrating the values.

DISCUSS THE FOLLOWING QUESTIONS:

1. What are your core family values? What does the family stand for? Narrow down your list to 4–6 core values.
2. How do these values speak to the kind of philanthropy you want to do? The philanthropy that you want to be known for?
3. Do they have implications for the kinds of organizations and causes that you want to support?
4. What values did your parents pass on to you? What do you think are the values common to your family?
5. Do your values have implications for how you want to work together as a family?

Use the answers to these questions to define your family philanthropy vision, mission, goals, and approaches to working together. Continually test and refine these values as you observe the philanthropic choices that the family makes.



Values Inventory

FROM THE LIST BELOW, SELECT WHAT YOU SEE AS YOUR SIX MOST IMPORTANT VALUES.

Acceptance	Democracy	Honesty	Growth
Access	Dignity	Humility	Preservation
Achievement	Diversity	Independence	Pride
Acknowledgement	Education	Innovation	Privacy
Adventure	Empathy	Integrity	Respect
Agility	Entrepreneurship	Interdependence	Responsibility
Arts	Equality	Involvement	Security
Beauty	Excellence	Joy	Self-expression
Change	Expertise	Justice	Self-reliance
Collaboration	Fairness	Knowledge	Service
Comfort	Faith	Leadership	Simplicity
Commitment	Family	Love	Stability
Communication	Flexibility	Loyalty	Stewardship
Community	Freedom	Mastery	Tolerance
Compassion	Generosity	Merit	Transformation
Conservation	Happiness	Opportunity	Truth
Courage	Harmony	Peace	Wisdom
Creativity	Healing	Personal	Others

Identifying shared values can make you more aware of what you have in common and what keeps your family close. Acknowledging them can give you an understanding of what you want to accomplish together and why.



Giving History

Sharing each family member's philanthropic experience can reveal common interests. Again, these questions work best when you try them individually for personal reflection and then come together to share and discuss.

DISCUSS THE FOLLOWING QUESTIONS:

1. As a donor and volunteer, why have you made gifts of money and time?
2. Which of your gifts have given you the most satisfaction? In what way?
3. Which have given the least? Why?
4. What do you feel have been your most important gifts? What made them significant?
5. What skills would you like to offer to the family philanthropic enterprise?
6. What skills would you like to learn from the enterprise?



Focus and Interest Areas

Many families choose to focus some or all of their giving on selected issue areas, populations or locations in an effort to make more of a difference and to gain greater control over the giving process. Others elect to keep their giving options open-ended so they can respond to arising needs and diverse interests within their family. For many families, combining the two approaches encourages the greatest involvement of all family members. Determine which approach will work for you.

Interests and Passions

Are there any issues, causes, places or populations that you care about deeply? Consider the following questions to uncover your philanthropic passions:

- What outrages or angers you about the status quo?
- What inspires you about what is possible for the future?
- Has any event, individual, or organization moved or touched you in a significant way?
- Have you had an intense personal or family experience with an issue or cause?
- Do you have a desire to honor a family member or close friend?
- Are you currently involved in an issue or organization where you can imagine becoming more deeply engaged?

Issue Areas

Are there any issues, causes, places or populations that you care about deeply? Consider the following questions to uncover your philanthropic passions:

PLEASE RATE THEM WITH 1 BEING NOT INTERESTED TO 5 BEING VERY INTERESTED:

Addiction	Economic justice	Human rights
Arts and culture	Education	Immigrant issues
Biodiversity	Elderly	Literacy
Children & families	Employment & training	Mental health
Civil rights	End of life issues	Poverty
Civic engagement	Environment	Prison reform
Community development	Environmental justice	Science & technology
Disaster relief	Food security	Women's rights
Domestic violence	Gay rights	Youth development
Early childhood	Healthcare	Other



Focus and Interest Areas

Find a Family Focus

Determining focus area(s) for the family is usually the result of a process of identifying shared family passions and interests. Some of the ways that you can accommodate very different family interests follow. Which of these might work for your family?

CHECK ALL THAT APPLY:			
Find the intersection of different interest areas			
Choose multiple focus areas that reflect different family interests			
Plan to shift focus periodically (no less than 3–5 years)			
Allocate separate resources for individual and family giving			
Experiment with one focused project for a portion of the giving Other			
ndividual/Family Balance			
o what degree would you like the family philanthropy to serve individual interests vs. shared amily interests? Which of the following options are you considering?			
CHECK ONE			
All of the giving will be devoted to shared family interests			
All of the giving will reflect individual interests of family members			
The giving will be a mix of shared family interests and individuals' interests			
What percentage will you devote to individual versus shared interests?			
10/90 25/75 50/50 Other			
Geography Geogra			
CHECK ALL THAT APPLY:			
ll/most gifts should:			
Go to the community in which the family was raised			
Go to the communities where family members currently reside			
Be focused on			
I am interested international giving			
Geography is not an important factor			



Bringing Values and Interests Together

Although the connections may not be obvious, it is possible to find unexpected ways in which your shared values and different interests can lead to common ground.

If you have identified values that your family shares, list them below. Next, list the top focus or interests for each of you, trying to keep the total to four.

V	/a	h	65

Are there any issues, causes, places, or populations that you care about deeply? Consider the following questions to uncover your philanthropic passions:
Interests of Focus
Think about how these values and interests might relate to each other and what the intersections could suggest for what and how you could give.

In looking at all of the issues delineated above, keep in mind that there are no right and wrong answers to the questions. In addition, as you work together, you may find that periodically you want to adjust how and where you are giving.



Developing a Vision

Creating a vision for your philanthropy is an opportunity to imagine and dream about the potential results of your giving. Many people find that drafting a vision statement first allows them to more easily create a mission statement later.

A vision statement is an image of the mission accomplished, a picture of the ideal future state.

TO HELP YOU DEVELOP A VISION STATEMENT, TRY THE FOLLOWING EXERCISE:

Imagine a newspaper story 20 years from now, announcing an event to honor your family philanthropy for 20 years of high-impact charitable giving and for having changed the world in some significant way. How would the headline read? Fill in some of the details under the headline that provide some specifics.
Imagine your family involving the next generation 15 years from now in the family philanthropy.
What will the relationships be like between generations? Within the next generation? How will family members communicate, make decisions and spend time together on their philanthropy?



Guiding Principles, Impact, and Scope

You may also find it useful to establish a set of "guiding principles" for your giving. These may be descriptors of how the family wants to work together and/or work with grantees, and are often a reflection of your shared values. They may also help you identify the kinds of organizations and programs you wish to fund.

WHICH GUIDING PRINCIPLES WOULD YOU CHOOSE FOR YOUR FAMILY'S GIVING?

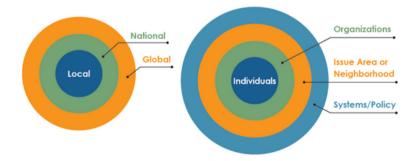
 Ambitious	 Innovative	 Responsive
Bridging	 Leveraged	 Risk tolerant
_ Challenging	Nimble	 Supporting success
Collaborative	 Partnering	 Targeted for impact
Entrepreneurial	Proactive	 Visible
- Flexible	 Proven	 Other
 Hands-on	 Quiet, behind the scenes	
Inclusive		

In thinking about where you would like to have impact with your giving, consider whether you will give locally, nationally or internationally. If your family is geographically dispersed, you might give to similar organizations in different locations. On the other hand, making gifts internationally can allow your dollars to go much further.

If you have an issue of particular interest, do you think about affecting individual lives, supporting organizations, giving to an issue area in general, or perhaps to affect systems and policy on a local ornational level? There are no right or wrong answers.

LEVEL OF IMPACT AND GEOGRAPHIC SCOPE

Which of the following impct levels interst you the most?





Developing a Mission Statement

Your family may find it useful to develop a mission statement for your giving. The mission statement articulates the values and purpose of the family philanthropy to the outside world—potential grantees or other donors—and to family members themselves. Many families, however, want to experiment with their giving before they develop a formal mission statement. You can review the mission statement on a regular basis to see whether it continues to reflect the family's goals. Examples of mission statements follow. The most useful mission statements address the following questions:

What are some of the words and phrases that you think should be captured in your family

- What is the philanthropy's purpose?
- How will it achieve its purpose?
- What are its core values?

philanthropy's mission statement?
[Look to your values (worksheet #6) and guiding principles (worksheet #13) for some ideas.]
Create a draft mission statement here.
[Look to your values (worksheet #6) and guiding principles (worksheet #13) for some ideas.]



Sample Family Mission Statements

"Our family seeks to bring opportunity to the disadvantaged, strengthen the bond of families, and improve the quality of people's lives."

"We are very concerned about the impact of urban sprawl and other environmental consequences of population growth. Through our family philanthropy, we will seek to find new solutions to these problems and enable grassroots groups to exert their voice and influence."

"Through our family philanthropy, we would like to support strong institutions that contribute to the civic and cultural fabric of our community."

"Our family's goal is to support and inspire creativity in the communities in which we live."

"We will seek opportunities to fund responsible organizations that help people to build their communities from the inside out. We look to support those projects that mobilize local resources, work collaboratively, and produce measurable results."

"Our family seeks to reduce youth and female poverty by helping disadvantaged adolescent and preadolescent girls take charge of their own lives."



Finding Organizations to Fund

How will the family identify funding opportunities

CHECK ALL THAT APPLY:

There are many different ways to identify promising funding opportunities and organizations that meet your shared goals and criteria. Your family may choose several of these approaches or may find that one approach makes more sense at a given point in time. It is important to openly communicate your process to potential grant seekers, even if that means advising them that you will not accept unsolicited proposals.

 Family members will identify organizations and projects
 We will look for information through outside sources, such as community foundations or affinity groups, to help us identify organizations and projects that match our interests
 We will write "guidelines" for our family philanthropy and let organizations apply for funding
 We will develop a formal Request for Proposals and invite specific organizations to apply
 We will develop a formal Request for Concept papers, followed by full proposals to those that look most promising
 Other



Creating Criteria for Choosing

Once you have found organizations that interest you, choosing among them can be even more challenging. One of the overarching goals of a good decision making process is to try to judge consistently so that those decisions don't feel arbitrary. Creating criteria for making decisions can also help you focus on what you think are the most important qualities of an organization and proposal.

SHARE WHAT THE FOLLOWING CRITERIA MEAN TO YOU. RANK THEM IN ORDER OF IMPORTANCE FROM 1–8, WITH 1 BEING OF GREATEST IMPORTANCE.

 Potential Impact
 Need of Urgency
 Appropriateness and Strength of the Proposed Approach
 Quality of Leadership and Managment
 Track Record and Stability
 Degree of Risk
 Gut Feeling
Other



Possible Criteria

Size and Duration of Grants

Although there are no rules concerning grant size, be aware of the work required of nonprofits to put together grant proposals. If you are making gifts of only a few thousand dollars or less, you may want to make your decision based on a very simple application process. For larger grants, you may be more comfortable asking for proposals with financial statements and more detailed information on the operations of the organization.

Does the family have any thoughts with regard to the minimum, maximum or average size of the grants?

CHECK ALL	THAT APPLY:
	Yes, the minimum gift will be \$, the maximum will be \$, and the average will be \$,
	Different family members will have different parameters (e.g., donor vs. other family members)
	Matching gifts will be made to organizations that family members support up to \$
	No expectations at this time
	Other
	nily have any thoughts about the duration of the grants?
CHECK ALL	THAT APPLY:
	1-year gifts only
	1-year gifts that are renewable based on performance
	Multi-year gifts
	No expectations either way
	Other



Creating a Calendar

As you create a calendar for the family philanthropy, you may want to consider combining meeting times with family reunions, holidays, or other gathering times. Some family foundations organize grantmaking meetings that include opportunities for the family to share family stories, listen to experts in a field of interest, or do site visits together to interesting nonprofits.

	One a year we will have a family meeting
	When?
	Twice a year
	When?
	More than twice a year
	How often?
	We will set up a process so we can make gifts anytime
	Other
discussing th	nily meet at other times for such purposes as learning about community issues, the results of past grants, or planning the future of the family philanthropy? THAT APPLY:
	In-person meetings
	Conference call meetings
	Combined with other family activities (e.g., vacations, holidays)
	Other



Getting it Done

How will the tasks of organizing and running the family philanthropy be accomplished? Who will take responsibility within the family? For which tasks will you look for help outside the family?

PLEASE FILL OUT THE FOLLOWING TABLE:

TASK	PERSON OR COMMITTE RESPONSIBLE
Learning more about the needs of the community or issue area	
Identifying funding ideas and organizations	
Due diligence on organizations you are considering funding (site visits, proposal review, review of financials)	
Communicating with organizations that apply for funding and/or receive funding	
Preparing materials for family meetings	
Running the family meetings	
Keeping notes of family meetings	
Communicating within/to the family about the grantmaking and grantees	
Monitoring/evaluating the gifts that have been made	
File management	
Overseeing the finances and investments of the fund	
Communicating with the outside world about your grantees and the work you are doing together	
Ensuring that family members grow and learn as philanthropists	
What if any outside assistance will you use?	
Your local community foundations	Other
Philanthropy advisor	_ Attorney
Staff	Accountants



Assessment and Learning

How will the family learn from, evaluate or monitor the impact of its grantmaking? What approaches are you interested in?

CHECK ALL TH	AT APPLY:
P	rogress reports from the organization
1-	year gifts that are renewable based on performance
V	isits to the organization to see the results of the giving
P	rovide self-assessment tools so organizations can evaluate themselves
In	nvite grantees to make presentations to the board
S	taff/consultants will keep us informed
P	ay for an outside evaluator
W	le know the organizations and will keep in touch
C	Other
learning from yo as well as abou like to have and	our family's learning is an important component of giving well. In addition to bur grantees, there are many resources for learning about philanthropy in general t your particular areas of interest. Consider what kinds of experiences you would how much you wish to budget for family learning.
CHECK ALL TH	AT APPLY:
N	ational conference for families and other donors
N	ational conference on particular focus area
Lo	ocal community foundation presentations and workshops
G	Piving circles for sharing experiences with otherss
R	egional workshops and conferences on general philanthropic topics

_ Next generation workshops and conferences



Notes		



Final Words

Remember, although we hope that your family philanthropy will be for a lifetime, the decisions you make as you begin the process are not. You can and should revisit these questions and worksheets whenever you feel that your process needs adjustment. And you may want to take a look at them on a regular basis. As your family grows, adds new members, and becomes more experienced in giving together, many of your ideas and answers from today will need revision. Your shared values are likely to remain the same, but everything else will evolve as you do.

And don't forget, getting help for the initial process of working together can add inestimably to your shared process.

Disclaimer:

The information provided is for informational purposes only and should not be considered investment advice. There is a risk of loss from investments in securities, including the risk of loss of principal. The information contained herein reflects Callan Capital's views as of the date of distribution. Such views are subject to change at any time without notice due to changes in market or economic conditions and may not necessarily come to pass. Callan Capital does not provide tax or legal advice. To the extent that any material herein concerns tax or legal matters, such information is not intended to be solely relied upon nor used for the purpose of making tax and/or legal decisions without first seeking independent advice from a tax and/or legal professional. Any forward-looking statements or forecasts are based on assumptions and actual results are expected to vary from any such statements or forecasts. No reliance should be placed on any such statements or forecasts when making any investment decision. Callan Capital is not responsible for the consequences of any decisions or actions taken as a result of the information provided in this presentation and does not warrant or guarantee the accuracy or completeness of this information. No part of this material may be (i) copied, photocopied, or duplicated in any form, by any means, or (ii) redistributed without the prior written consent of Callan Capital. For detailed information about our services and fees, please read our Form ADV Part 2A, and our Form CRS which can be found at https://www.advisorinfo.sec.gov, or you can call us and request a copy at (866) 912-4888.

