

Executive Assistant for Sequoia High School Principal

The job of High School Principal is very fast paced, constantly putting out fires and dealing with daily issues as they arise. As a result, there is little time for long-term planning and creative solutions.

PVF has an idea - provide grants to selected high school principals to enable them to hire executive assistants who can handle much of the everyday flurry, leaving time for the Principal to delve into the core of the school. PVF has made the offer to Ms. Morgan Marchbanks, Principal of Sequoia High School in Redwood City. PVF has worked with Ms. Marchbanks for many years and knows of her capability and commitment.

The grant will be \$30,000 and will pay for the Executive Assistant. In addition to providing the Principal with help in handling everyday issues, the intent is to keep excellent principals, such as Ms. Marchbanks, at the School and to keep them from experiencing job burn out.

Grantmaking Consulting Program

The David and Lucile Packard Foundation has just renewed its funding of PVF's Grantmaking Consulting Program, which it has underwritten for eleven years. Through the Grantmaking Consulting Program, PVF has provided on-site consulting to over 265 community foundations, in the United States, Canada and abroad. Consulting sessions cover a variety of topics depending on the needs of the community foundation. Some foundations are new or small in size and seek counsel on growth and operations. Other foundations are well-established

and seek counsel on creative grantmaking or program officer training. As a demonstration foundation, PVF is well situated to share what works and what does not work and to introduce innovative giving concepts like immediate response grants.

Recently, PVF has added a new component to the Program, which is very popular with community foundations. PVF is now offering complete foundation evaluations. This comprehensive review is analogous to the hospital or university accreditation process and has never been done before. The evaluation includes thorough scrutiny of all foundation operations, including administration, staffing, Board of Directors, Board committees, accounting, grantmaking, types of funds available to donors, grant evaluations, computer technology, marketing materials, filing systems, time management, policies and procedures, and donor development. An extensive work plan detailing what is offered is available. The Evaluations are conducted over an intensive, on-site, four-day period. The visit is followed by a thorough report of findings, conclusions and suggestions.

Since this new Program component was announced, many foundations have expressed interest in participating. Thus far, PVF has conducted four such evaluations and more are scheduled in the next several months.

PVF Donors Renew Program Funding

The Sand Hill Foundation has renewed funding for the Librarian Resource Grants Program, a program it has supported since 1998. In its sixth year, this program offers grants of up to \$500 to Bay Area public librarians with innovative projects and

outreach events that bring children to the library and encourage them to read.

The Music Resource Grants Program was designed by PVF to focus on the Flora Family Foundation's interest in supporting students who are underserved in music education. The testimony of music teachers who received the grants in 2002-2003 was compelling and showed the impact of this Program. Sara Salsbury, Music Teacher at McKinley Institute of Technology Middle School in Redwood City reported: "Our music students are all using school instruments – some purchased in the early 1950's, as they cannot afford to purchase their own instruments. The grant allowed us to upgrade the instruments we have and add violins, to meet our basic needs." The Flora Family Foundation has renewed funding for a second year for the Music Resource Grants Program. Grants of up to \$3,500 are available to underserved schools in the San Francisco Bay Area to increase the supply of musical instruments and resources available to students.

The David and Lucile Packard Foundation has renewed funding for the Science Resource Grants Program for the fifth year in a row. The focus this year is on projects in conservation. Grants of up to \$500 are available to public school teachers, grades kindergarten through twelfth, in seven Bay Area counties for conservation science projects, field trips and classroom resources.

The idea for these immediate response grants programs was incubated at PVF, and has become a model for other foundations. Recently, Community Foundation of the Napa Valley was approached by a funder in their area, to administer a teacher resource grant, to be modeled after PVF's successful teacher mini-grants programs. Providing support for philanthropic initiatives such as this is one way PVF fulfills its mission of influencing good grantmaking, and reshaping philanthropy.