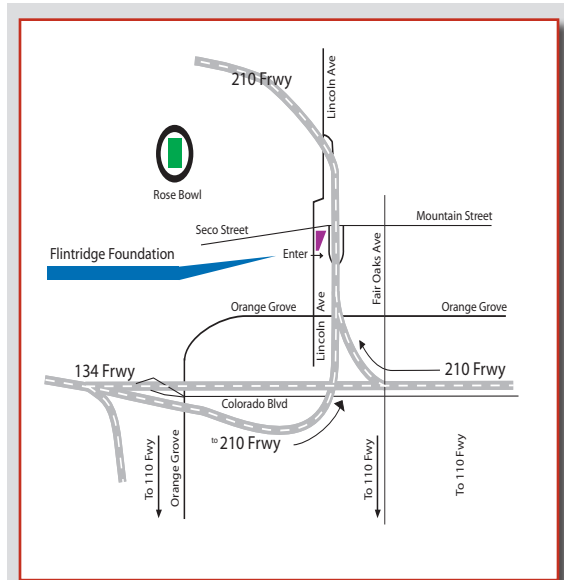


Flintridge Operating Foundation is located at 1040 Lincoln Avenue, Suite #100

on the southeast corner of Lincoln Avenue and West Mountain Street. Street parking is available (including under the freeway) for weekday events held from 8 a.m.–5 p.m. In the evenings and on weekends, constituents are welcome to use the spaces inside the parking lot.



Flintridge Operating Foundation Community Services

PROVIDING OPPORTUNITIES FOR
CONTINUING EDUCATION TO
COMMUNITY-BASED
NONPROFIT GROUPS
SO THAT THEY MAY
DEVELOP GREATER
ORGANIZATIONAL STRENGTH

Seminars and Workshops
Grantseeking Resources
Consultations
Scholarships

1040 Lincoln Avenue, Suite 100 Pasadena, CA 91103
Phone: 626/449-0839 Fax: 626/585-0011

www.Flintridge.org

Philanthropy Resource Library

A Cooperating Collection of the Foundation Center



Find answers to all your nonprofit questions at the only reference library of its kind in the San Gabriel Valley. Our collection features materials on fundraising, nonprofit management, board development and more. Research potential funders in Foundation Center Directories and electronic databases. Four computer workstations. Staff assistance is always available. Free and open to the public.

LIBRARY HOURS

Monday	10 a.m. - 6 p.m.
Tuesday	12 p.m. - 8 p.m.
Wednesday:	10 a.m. - 6 p.m.
Thursday & Friday	Closed
3rd Saturday:	9 a.m. - 12 p.m.
	(Grantseeking Basics 9-10 a.m.)

Library Resources

- **Funding Directories** – Foundation Center and corporate giving directories, registries of government grants and specialized indices of listings for specific funding interests.
- **Books, Periodicals & Newsletters** Extensive holdings cover all aspects of nonprofit management, board development, fundraising, proposal writing, strategic planning, volunteer coordination, accounting, human resources, children/youth issues and after-school programming.
- **Demographic References** – Information and statistics about Pasadena and nearby communities.
- **Audio/Videotapes/DVDs**–Variety of nonprofit topics. Equipment in Philanthropy Resource Library includes wireless headsets.
- **FoundationCenterDatabases**–Comprehensive information on over 80,000 foundations, corporate givers and Grantmaking public charities. Access descriptions of more than 334,000 recently reported grants. Link to IRS 990-PF returns and grantmaker websites. Generate targeted lists of funding prospects in seconds.
- **Foundation Directory Online** – The web-based version of the database.
- **Foundation Grants to Individuals** Online database of 6,000+ foundation and public
- **Wealth Engine** - Online database with detailed financial profiles of individuals. Gives you the latest information on a donor, prospect, company or foundation. More than 25 top sources of public data—real estate, philanthropy, stock ownership and hard assets.



EXPAND YOUR CAPABILITIES WITH OUR TRAININGS & SEMINARS

Grantseeking Basics

A one-hour introduction to the basics of finding funding for your nonprofit organization and an orientation to the Community Services Program and library resources.

Grantseeking Technology

Let technology do the work of finding funders for your organization. Searches that once took hours can now be performed in seconds. Hands-on training focuses on FCSearch software and using the Internet.

Workshops and Roundtables

An informal arena for lunchtime (and occasional dinnertime) discussions or workshops led by experts in nonprofit management. Wide variety of topics. Meals are provided.

Conversation with the Funder

Lunchtime forum where nonprofit organizations can meet grantmakers and learn about their grant programs and application processes. Opportunity for nonprofit organizations to ask corporate and foundation representatives about their funding interests and guidelines.

Community Services Scholarships

Small grants to increase the skills and expertise of individuals working with nonprofit organizations serving NW Pasadena and Altadena. Amounts range from \$25 to \$300 but rarely exceed \$500. Applicants must be affiliated with a nonprofit organization.

In Depth Trainings

Intensive sessions provide hands-on opportunities to build and strengthen skills in proposal writing, nonprofit accounting practices and other essential topics.

EXPERT GUIDANCE

Curbside Consultations

Our pool of expert, diverse consultants is available to help you manage critical nonprofit issues. Individualized consultations are offered Mondays & Tuesdays from 3–7 p.m. Topics may include board development, fundraising, grantsmanship, financial management, planning, staff development, and any other issues you would like to discuss.

Consultations with Flintridge Foundation Staff

Available to organizations serving families in NW Pasadena and Altadena.

Communications Consultations

assistance with strategic communications, newsletters, brochures, annual reports, website content, news releases and media story development.

Facilities Consultations

help you develop a strategy to meet your facility requirements, whether your organization is looking for space to rent, studying a proposed lease, considering a purchase of real estate, planning to construct a new facility or upgrading an existing one.

Human Resources Consultations

assistance ranging from creating an employee handbook and developing a job description to performing a human resources audit of your organization's policies and procedures.

Nonprofit Management Consultations

can help you with general management assistance in the areas of program planning, proposal writing, board development, volunteer management, strategic planning and fundraising.

A PLACE TO GATHER . . . FLINTRIDGE RETREAT CENTER



The state of the art Retreat Center

is available for your meetings and trainings, seven days a week and weekday evenings. We offer two suites that may be reserved together or individually. Each suite has a training capacity of 32 people and a kitchen.

Equipment:

- 22 x 11 ft. and 16 x 12 ft. retractable screens
- LCD projector (projects onto 16 x 12 ft. screen)
- DVD player / VCR (VHS and S-VHS compatible)
- Six-speaker audio system
- Modular tables and seating
- Wireless handheld and lapel microphones
- High-speed Internet with wired and wireless

REGISTRATION AND FEES

Events and services are offered on a first-come, first-serve basis for volunteers, staff, and board members of community-based groups and nonprofit organizations. Organizations that serve NW Pasadena/Altadena pay minimal registration fees based on their annual budgets.

We welcome organizations that serve outside our focus area, but ask that they pay registration fees that are slightly higher, although still well below the actual cost of our programs and services. Please see our website for more details.

FUNDING RESEARCH SOFTWARE AT LA PINTORESCA BRANCH LIBRARY

Flintridge Operating Foundation sponsors Foundation Directory Online (the Foundation Center's on-line database of funding sources) at the La Pintoresca Branch Library. Ten computers available. (Staff assistance only at Flintridge Operating Foundation's Philanthropy Resource Library.)

La Pintoresca Computer Lab Hours:

Monday – Thursday	10 a.m. – 2 p.m.
Friday	10 a.m. – 6 p.m.
Saturday & Sunday	1 – 5 p.m.

La Pintoresca Branch Library, Computer Lab,
1355 North Raymond Avenue, Pasadena, CA 91103