

Grant Readiness

“**Accountability** is an obligation or willingness by a charity to explain its actions to its stakeholders.”

“**Transparency** is an obligation or willingness by a charity to publish and make available critical data about the organization.”

“Generally speaking, charities that follow best practices in governance, donor relations and related areas are less likely to engage in unethical and irresponsible activities.

-Charity Navigator

Four areas to organize your grant readiness documents around:

1. Governance
2. Financial
3. Legal
4. Program Management

1. Governance:

- Charter or Bylaws
- Board Meeting Minutes (public record only)
- Annual Report
- Board of Directors List (current, with committees if applicable)

Board of Directors information, such as:

- Terms
- Selection Process
- Demographics
- Give/Get Policy

Organization Policies & Procedures:

- Conflict of Interest
- Code of Ethics
- Whistleblower
- Document Destruction
- Document Retention
- Nondiscrimination
- Donor Bill of Rights
- Client/Constituent Bill of Rights
- Gift Acceptance

2. Financial

- Annual Operating Budget
- Financial Management Policies & Procedures
- 990, 990 PF, 990 EZ or 990 N
 - o Proportion expended on fundraising = ____%
 - o Proportion expended on non-program administration = ____%
- Plans: Fundraising, Capital Campaign, Sustainability
- Travel Reimbursement
- Cash Reserve = \$_____
- Audits
 - o >\$250,000 – Independent audit every year
 - o \$100k-\$250k – Financial review by independent CPA who follows AICPA standards
 - o <\$100k – Internally-produced, complete financial statement:
- Profit & Loss Statement
- Balance Sheet
- Employer Identification Number (EIN)
- Dun & Bradstreet #

3. Legal

- IRS Letter of Determination
- Articles of Incorporation (Nevada)
- Any federal, state and local licensing requirements (i.e., child care, food prep, etc.) and laws
- Federal Assurances
- Follow employment laws
- Annual filing of officers with state
- Manage Compensation Process
 - Create a rebuttable presumption of reasonableness
- Grants.gov Profile

4. Program Management

- Community Needs Assessments
- Mission statement
- Program Policies
 - Confidentiality
 - Privacy
- Performance Evaluation: Report How Often? _____
- Time sheets
- Matching & In-Kind documentation
- Testimonials
- News Room: clips, videos, newsletter, publications
- Logo
- Organizational Chart
- Job Descriptions
- Activity Timelines
- Process for Managing Letters of Support
- RFP Analysis System