



DOCUMENTS/INFORMATION NEEDED FOR APPLICATION

In Red - Items needing Board Approval that has been Documented in Minutes

STANDARDS FOR EXCELLENCE	Plans (ALL Board Approved) <i>Samples available from SFX for all</i>	Policies (ALL Board Approved) <i>Samples available from SFX for all</i>	Reports and Other Documents/Information <i>Samples available from SFX for items marked with *</i>
SECTION 1: MISSION, STRATEGY, & EVALUATION	<input type="checkbox"/> Strategic Plan (may include vision, mission, values, SWOT analysis, environmental scan, forecasts)	<input type="checkbox"/> Strategic Partnerships Policy	<input type="checkbox"/> Mission Statement <input type="checkbox"/> Vision Statement <input type="checkbox"/> Values Statement <input type="checkbox"/> List of Programs and Services Offered by the Organization <input type="checkbox"/> Program Descriptions and % Effort <input type="checkbox"/> Board and Staff Role in Short Term Planning <input type="checkbox"/> Board and Staff Role in Long Term Planning, including the Strategic Plan <input type="checkbox"/> Annual Planning, Business Planning, Work Plans, or Operational Planning Documents that the Organization Uses* <input type="checkbox"/> Program Evaluation Overview, Tools, Dashboards, and Evaluation Data Reports (may include Logic Models, Surveys, pre- or post-tests, sample data reports, etc.) <input type="checkbox"/> Sample Participant Evaluation or Feedback Forms <input type="checkbox"/> List of Partnerships <input type="checkbox"/> Memorandum of Understanding (MOU) for Partnerships and/or Special Events*

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SECTION 2: LEADERSHIP - BOARD, STAFF & VOLUNTEERS	<input type="checkbox"/> Diversity, Equity, and Inclusion Plan <input type="checkbox"/> Tools for Accessing DEI in your community <input type="checkbox"/> Sustainability Plan	<input type="checkbox"/> Executive Compensation Policy <input type="checkbox"/> Board -Executive Authority Policy <input type="checkbox"/> Board Officer and Committee Leadership Succession Policy <input type="checkbox"/> Executive Leadership Succession Policy <input type="checkbox"/> Employee Handbook (Personnel or HR Policies) - with employee signature page acknowledging receipt <input type="checkbox"/> Volunteer Handbook <input type="checkbox"/> Compensation Policy	<input type="checkbox"/> List of Memberships <input type="checkbox"/> Board Meeting Agendas* <input type="checkbox"/> Executive Evaluation Tool(s)* <input type="checkbox"/> Board Meeting (and designated Committee) Minutes for Past 12 Months <input type="checkbox"/> Board Meetings Agendas for One Year <input type="checkbox"/> Annual Board Calendar* <input type="checkbox"/> Executive Director Job Description*, Annual Performance Evaluation Form*, and Annual Compensation Review <input type="checkbox"/> Executive Director Contract, if applicable <input type="checkbox"/> Board Self Evaluation Form* and Report of Findings <input type="checkbox"/> Board Recruitment Process (with application form, recruiting documents, if applicable)* <input type="checkbox"/> Board Member Expectations or Job Description* <input type="checkbox"/> Board, Staff, and Volunteer Orientation Topics/Agendas (that include the Standards for Excellence)* <input type="checkbox"/> Board Committee Descriptions* <input type="checkbox"/> Board Member List with Term Expiration Dates, and Officers and Staff Noted <input type="checkbox"/> Executive Director Hiring Process, if Done in Last Three (3) Years <input type="checkbox"/> Sample Board Meeting Materials for One Meeting <input type="checkbox"/> Compensation Structure* <input type="checkbox"/> Organization Chart <input type="checkbox"/> Process for Tracking Volunteer Time <input type="checkbox"/> Employee and Volunteer Performance Evaluation Forms* and Process <input type="checkbox"/> Diversity Equity and Inclusion plan and policy* <input type="checkbox"/> Board Manual*

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SECTION 3: LEGAL COMPLIANCE & ETHICS		<input type="checkbox"/> Whistleblower Policy <input type="checkbox"/> Document Destruction and Retention Policy and Schedule <input type="checkbox"/> Conflict of Interest Policy and Disclosure Form <input type="checkbox"/> Grievance Policy/Procedure (for program participants) <input type="checkbox"/> Confidentiality or Privacy Policy (for program participants)	<input type="checkbox"/> Employee Self-Evaluation Tool <input type="checkbox"/> Internal Compliance Review Process and Tool* Used, if applicable <input type="checkbox"/> Legal and Regulatory Review Report <input type="checkbox"/> Code of Ethics, Code of Conduct, and/or Values Statement*
SECTION 4: FINANCE & OPERATIONS	<input type="checkbox"/> Crisis Plan <input type="checkbox"/> Communications Plan	<input type="checkbox"/> Financial Policies and Procedures <input type="checkbox"/> Internal Controls and Financial Policies <input type="checkbox"/> Purchasing Policy <input type="checkbox"/> Investment and Endowment Policies <input type="checkbox"/> Information Technology Policy <input type="checkbox"/> Communication and Social Media Policy <input type="checkbox"/> Crisis and Disaster Planning Policy	<input type="checkbox"/> Annual Budget* <input type="checkbox"/> Four (4) Most Recent Financial Reports* <input type="checkbox"/> Board Review of Percentages spent on Programs, Admin, and Fund Raising* <input type="checkbox"/> Annual Tax Return Form 990 or 990 EZ (to be reviewed by the board) <input type="checkbox"/> Annual Audit (or Compilation) and Management Letter, if applicable* <input type="checkbox"/> Risk Management Practices <input type="checkbox"/> General Liability Insurance <input type="checkbox"/> D & O Insurance
SECTION 5: RESOURCE DEVELOPMENT	<input type="checkbox"/> Resource Development Plan	<input type="checkbox"/> Sponsorship Policy <input type="checkbox"/> Fund Raising Policies (including gift acceptance) <input type="checkbox"/> Donor Relationships and Privacy Policy <input type="checkbox"/> Gift Acceptance Policy	<input type="checkbox"/> Calculation of Funds Raised and Fund Raising Costs for Past 5 Years <input type="checkbox"/> Three (3) Solicitation Materials (such as annual giving appeals, donation requests, sponsorship requests, grant proposals) and Three (3) Receipts for Cash, In-kind, and gift where something is given in exchange) - all with Appropriate IRS and State Disclosures
SECTION 6: PUBLIC AWARENESS, ENGAGEMENT, & ADVOCACY		<input type="checkbox"/> Determining Positions on Public Policy <input type="checkbox"/> Advocacy Policy	<input type="checkbox"/> Annual Report* <input type="checkbox"/> Samples of three (3)"Public Education" Materials (such as newsletters, brochures, flyers, handouts)

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			<input type="checkbox"/> Name of Lobbyist and Verification of Registration - if applicable <input type="checkbox"/> State Registration for Each Lobbyist the Organization Uses
OTHER DISCLOSURES			<input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Bylaws* <input type="checkbox"/> IRS Determination letter <input type="checkbox"/> Certificate in Good Standing - Secretary of State or Equivalent <input type="checkbox"/> Certificate in Good Standing - Department of Taxation and Assessments or equivalent, if applicable <input type="checkbox"/> Disclosure of Lawsuits, if applicable <input type="checkbox"/> Disclosure of Negative Media Coverage, if applicable <input type="checkbox"/> Disclosure of Future Sustainability Concerns, if applicable