



DUE DILIGENCE

Staff will look over applications before assigning proposals to be reviewed by the Distribution Committee. This certifies that all applications that the Distribution Committee reviews have met the criteria. The applications will be checked for the following:

1. If an organization is a 501(c)3, staff will confirm that they are in good standing with the IRS. Staff will make sure that a 990 has been filed within two years.
2. Staff will review the organization's history with the Community Foundation. They will check:
 - If all grants the organization has received in the past have been closed.
 - If this is the organization's first time applying, they must have met with the Grants Manager to discuss questions, concerns, expectations, etc.
3. CFO will review financial statements to ensure it conveys all financial information pertinent to proposal.
4. If proposal scores a cumulative 70% or below, it will be automatically declined.

If proposals do not meet items 1-4, a declination letter will be sent indicating what they will need to improve.