



The Standards for excellence

An Ethics & Accountability Program for the Nonprofit Sector

SUGGESTED FINAL CHECK UPS BEFORE SUBMITTING YOUR APPLICATION

- Make sure that the following items have been approved by your board:
 - Mission
 - Confidentiality Policy
 - Annual review of executive director compensation
 - Evaluation of executive director
 - Periodic review of overall salary structure
 - Review of annual percentage of expenditure in program, administration, and fundraising
 - Annual Budget
 - Conflicts of Interest
 - Personnel Policies/Employee Handbook
 - Volunteer Policies
 - Gift Acceptance Policy
 - Advocacy Policy
 - Document Destruction/Retention Policy
 - If your organization does not have general liability or directors and officers liability insurance, board minutes that indicate that the board considered and elected not to obtain such coverage.
 - Financial Policies
 - investments
 - unrestricted current net assets
 - purchasing practices
 - internal controls
- Did you enclose your check?
- Did you label all attachments so that staff and peer reviewers can review your application easily?
- Did your board president and executive director sign the application certifying that it is true and correct, policies outlined are followed, and all licenses, permits, insurance, and governmental approval necessary for operations have been obtained?



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