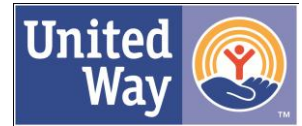


STEWARDSHIP REVIEW

Requirements to Apply for Community Impact Grants

Timeline: Stewardship & Community Impact Grants



August 22nd: Request for Proposal released

August 31st: Stewardship training

September 7th & 8th: RFP training

September 6th – 9th: Stewardship draft review

September 19th: Stewardship packet due (hardcopy & uploaded into eC-Impact)

Mid October: Stewardship decisions final, letters go out

November 7th: Community Impact Grants due

Requirements to Apply: Stewardship



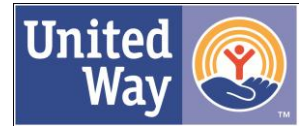
Required from all applicants:

1. Audit
2. Management Letter
3. Tax Return
4. Budget
5. Board Roster
6. Board Calendar
7. Unaudited Financial Statements
8. PATRIOT Act Compliance
9. Disclosures

Only required from those that are new applicants, agencies that didn't pass Stewardship in 2010, and any agency that had policy changes in any of the areas listed below since 11/2010.

10. Conflict of Interest Policy
11. Whistleblower's Policy
12. IRS Determination Letter
13. Anti-discrimination Statement

Audit & Management Letter



- Must have audit completed annually
- Most recent audited Financial Statements.
- Audit must be completed within six months of the end of fiscal year.
- To qualify, the Audit must have a fiscal year-end no older than 18 months (ie: fiscal year end of audit submitted cannot be older than 3/19/10)
- If you received a management letter, it must be submitted for review.

Items to be Reviewed

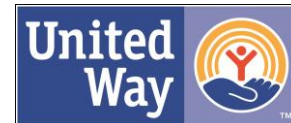
1. Correct documentation submitted
2. Was the year end within 18 months?
3. Management /internal control deficiency letter
 - Any material weaknesses and/or significant deficiencies?
 - Any “going concern”?
 - Any adverse opinion and/or a disclaimer opinion?
4. Liquidity: 20 days of cash or more?
5. Program Expenses: 70% or more?

- Most recent IRS Form 990 or 990EZ.
- Tax return must have fiscal year-end no older than 18 months (ie: year end of 990/990EZ submitted cannot be older than 3/19/10)

Items to be Reviewed

1. Correct documentation submitted
2. Was the year end within 18 months of review date?

Agency Operating Budget



- Most recent Board-approved budget with comparison to previous year and current year to date actual revenues and expenditures.

Items to be Reviewed

1. Correct documentation submitted



Board Roster & Board Calendar



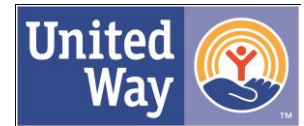
- Current Board Roster
- Board Calendar for previous 12 Months

****recommended to use sample board calendar***

Items to be Reviewed

1. Correct documentation submitted
2. Number Board Meetings
3. Quorum

Unaudited Financial Statements



Most recent financial statements, no older than June 2011.

Include:

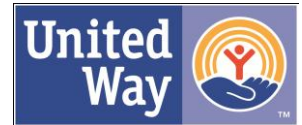
- Statement of Financial Position (Balance Sheet)
- Statement of Activities (Income Statement).

Items to be Reviewed

1. Correct documentation submitted



PATRIOT Act Compliance & Disclosures



PATRIOT Act Compliance

Required to comply with federal guidelines

Item to be Reviewed:

1. Confirmed compliance indicated in eCIMPACT

Disclosures

Disclosure of any major event, fraud, loss of funding, etc that has occurred since most recent audit that would affect health of organization

Item to be Reviewed:

1. Signed disclosure statement on Stewardship checklist

Conflict of Interest, Whistleblower's Policy & Anti-Discrimination Statement



- Conflict of Interest Policy that covers Board Members, officers and key employees.
- Whistleblower's Policy
- Agency's policy on anti-discrimination.

Items to be Reviewed

1. Correct documentation submitted
 - See Resource Center in e-Cimpact for sample conflict of interest statement, whistleblower's policy & anti-discrimination statement

* Documents are only required for new agencies, agencies that didn't pass Stewardship in 2010, or agencies that had policy changes since 11/2010

IRS Determination Letter



Most recent IRS determination letter indicating non-profit status

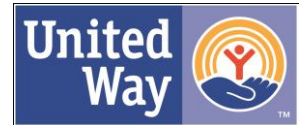
Items to be Reviewed

1. Submitted correct documents

* Documents are only required for new agencies, agencies that didn't pass Stewardship in 2010, or agencies that had policy changes since 11/2010



Stewardship Process – Pass/Fail



- Staff complete initial review (see Staff Review Form handout)
- If the agency has missing information or incorrect documents submitted, they will not be considered for funding.
- Second Review: Volunteers will review only those that have audit concerns or have percentages that are outside of the standard in the audit section (see shaded areas in Staff Review Form handout).
- The committee of volunteers will make the decision to pass or fail the agency based on their expertise.
- If an agency fails the Stewardship Review, they will not be allowed to apply for grants for 2012-2013 and will be notified mid-October.
- If an agency passes the Stewardship Review, their grants are due on November 7th by 4:00 pm.

Questions?

If you have questions about Stewardship, please contact:

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214.978.0095