



Community Care Fund | Application Feedback Form

Agency Name: _____

Program: _____ Final Score: _____

Amount Requested: _____

Rating Scale: 0 = Not demonstrated, 1 = Poor, 2 = Average, 3= Good, 4 = Excellent

72 total points possible

		Score
Part A – Program Narrative		
1	Program aligns with one or more UWNI impact areas and goals	
2	Program goals are clearly stated with timelines and benchmarks	
3	There is a documented need for the program services	
4	Program is effective in helping clients achieve desired outcomes, or there is demonstrated evidence of best practices for new programs	
5	Target population is clearly defined	
6	Program acknowledges/supports ALICE population	
7	Activities covered by UWNI funding are clearly stated	
Total Part A		

		Score
Part B- Organizational Capacity		
1	The organization lists key personnel, including board and volunteers, positioned to implement the program	
2	Management/supervisory structure is appropriate for the program	
3	The organization leverages financial and human resources, including seeking/securing funds outside of UWNI.	
4	The organization demonstrates engagement in relevant collaborations and partnerships	
5	Program outcomes are realistic and achievable within the timeframe specified	
6	Data collection methods are rational and comprehensive	
7	Applicant selected logical quantity measure and results indicator(s) from the Local Results Framework	
Total Part B		

		Score
Part C- Attachments		
1	The project budget is clear and provides a thorough rationale for dollars requested	
2	Organization provides documentation of IRS status	
3	Organization provides most recent 990 tax form	
4	Organization provides anti-discrimination statement adopted by board of directors	
Total Part C		

Total Score for Program

Community Care Fund | Financial Review

Agency Name: _____ Program: _____

Amount Requested: _____

<u>Parameter</u>	<u>Observation</u>	<u>Comments</u>
990	See checklist	
How big is the organization (include income and endowments if any)	Small (under \$500k) Medium (\$500k-\$1m) Large (over \$1m)	
What percent of the total revenue is the grant request? If 20-25% or more, what is the grant being used to fund?		
What are other sources of revenue for the organization?		
Does the budget total match the grant request amount? Does the application and budget provide a thorough rationale for dollars requested?		
Is the funding one-time or ongoing? If ongoing, what are their plans for funding in the future?		
Does the organization demonstrate a plan to ensure cash flow throughout the year?		
Does the organization demonstrate financial and human capacity to carry out program goals?		

Board Review of Form 990 Checklist

Part I: Summary

Yes	No

1. Is the brief description of the organization's mission or most significant activities candid and positive?
2. Does current year data (lines 8-19) compare (favorably or unfavorably) with the prior year?

Part III: Statement of Program Service Accomplishments

1. Does the information in Part III explain to the user of Form 990 (e.g. the IRS, prospective donors, or investigative reporters) why the organization exists, based on its key activities, giving the organization an opportunity to promote its accomplishments?
2. Has the mission statement on line 1 been adopted by the board of directors?
3. Are the program services described (line 4a-4c) consistent with the organization's mission statement and information on its website?
4. Are the program services described (line 4a-4c) in sufficient detail to present a comprehensive and accurate portrayal of the organization to the Form 990 user?

Part V: Statements Regarding Other IRS Filings and Tax Compliance

1. Have paid personnel been properly classified as employees rather than independent contractors to avoid payroll tax problems?
2. Were payroll taxes deposited with the IRS on a timely basis?
3. If applicable, were other filings or notifications indicated in Part V made timely since any failure indicates an administrative shortcoming?
4. Is the organization potentially subject to unrecorded penalties and interest (e.g., if line 3b, 5c, 6b, 7b, 7d, 7g or 7h is answered "No," or if line 5a, 5b, 8, 9a, or 9b is answered "Yes")?

Part VI: Governance, Management, and Disclosure

1. If the organization does not have the written policies indicated by lines 10b, 12a, 13, 14, and 16b, should the board consider adopting any of these?
2. If line 15a or 15b is answered "No," should the board consider a change in the procedures for setting compensation to minimize the future risk of challenge by the IRS [and the exposure to the tax on excess benefits if the organization is a Section 501(c)(3) or (c)(4) entity]?
3. If the organization is conducting activities in multiple states, is it properly registered in those states and satisfying their filing requirements?

Part VII: Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

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1. Does the compensation of those listed in Part VII appear justifiable in view of the organization's activities and their responsibilities? (Note: Revisit Part VI, lines 15a and 15b, especially if either is answered "No.")

Part VIII: Statement of Revenue

1. Does the revenue data indicate too much reliance on a source that could be jeopardized by a weak economy, declining stock market, or other external factor (i.e., should alternative revenue sources be considered or emphasized)?
2. Too much unrelated business income [as reported in column (C)] could risk an organization's exempt status. Is column (C) insignificant as compared to totals in column (A)?

Part IX: Statement of Functional Expenses

Yes	No

1. Are compensation and benefits (lines 5 through 9) consuming too much of the organization's revenue?
2. Are certain expenses justifiable (e.g., lines 11a through 11g, 12, 17, 18 and 19)?
3. Are nonfixed expenditures in excess of a specified amount (e.g., \$1,000) subject to prior approval by an appropriate officer?
4. If completed, do column (C) (management and general expenses) and column (D) (fundraising expenses) totals appear excessive relative to total program service expenses in column (B)?

Part X: Balance Sheet

1. Is an excessive amount of cash (line 1) being kept in noninterest bearing accounts?
2. Are resources being diverted from program service activities to related party loans (lines 5 and 6)?
3. Is oversight being exercised over related party loans to ensure adequate collateral, interest, timely repayment, etc.?
4. Are notes and loans receivable (line 7) adequately collateralized and monitored for timely repayment?
5. Does an increase, if any, in accounts payable and accrued expenses (line 17) during the year suggest potential cash flow problems?
6. If the organization has restricted assets (lines 28 and 29), are the restrictions being observed?

Part XI: Reconciliation of Net Assets

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1. Does line 10 equal Part X, line 33, column (B)?

Part XII: Financial Statements and Reporting

1. If the organization does not have an independent audit (line 2b), are its financial resources sufficiently large to make an independent audit prudent?
2. If audited, do the auditors report to the group responsible for overseeing the financial reporting process (such as an audit or finance committee or a governing board)?
3. If audited, does each member of the group responsible for overseeing the financial reporting process receive a copy of the auditors' report and any additional communications (such as internal control communications or a management letter)?
4. If a management letter prepared by the auditor was received, did the organization adopt the recommendations it contained?

Schedule A: (Form 990 or 990-EZ) Public Charity Status and Public Support

1. Does the data (Part II, Section C, or Part III, Sections C and D) indicate that the organization is in danger of becoming a private foundation rather than remaining a public charity?
2. Are procedures in place to monitor public charity status to ensure the organization maintains its public charity status (instead of becoming a private foundation)?
3. Does the information in Part IV and V support the supporting organization classification claimed in Part I?

Schedule C: (Form 990 or 990-EZ) Political Campaign and Lobbying Activities

1. If exempt under IRC Sec. 501(c)(3), are policies followed to prevent participation in a political campaign that could jeopardize tax-exempt status?
2. If there is a tax liability on line 1 of Part I-B because of a political expenditure, should policies be changed to avoid future liability?
3. If the organization is a Section 501(c)(3) entity that is eligible to make the lobbying expenditure election but has not, should it do so to minimize the likelihood that exempt status will be lost because of excessive lobbying (See Part II-A)?

Schedule J: Compensation Information

1. If any box on line 1a is checked, is the economic benefit warranted or should it be reexamined?
2. Does the organization require strict accountability for expense reimbursements to prevent abuse (lines 1b and 2)?
3. Is the organization setting compensation based on one or more methods indicated by the box descriptions for line 3? (Note: The more boxes, the better.)
4. If any of the questions on line 4 through 8 are answered "Yes," do the indicated transactions suggest that changes should be made in nonfixed compensation arrangements to avoid windfall payouts?

Yes	No



INFRASTRUCTURE

Do they appear to have the necessary space and equipment to accomplish what they propose in their request?

IMPACT

Is there a probability of sustained change from our grant, either within the organization or in the problem being addressed?
Does their approach foster self-reliance? How?
Will our contribution help the organization succeed in gathering additional support from others?

URGENCY

Does the community see this as a priority problem? What is the evidence to support the need and approach?



COLLABORATION

Who else in the community is dealing with similar problems or client groups?
Does the organization partner or plan to partner with these organizations?
Is this project complementary or duplicative? Why?

EVALUATION

Is the organization able to measure and explain its impact?

OTHER

Did any new issues or opportunities arise from this visit? Is there a better way to help, apart from the request as it is proposed?

General questions/prompts:

- Tell me about the program and how it fits into your overall mission, or tell me about your various programs
- What challenges do you see in carrying out this project? For your organization? Concerning your clients/constituents?
- Who else is doing good work in your field? Is there collaboration of efforts?



- How will the organization know if the project is succeeding, or if your work is succeeding?
- What else would you like me to know?
- Do you have questions for me?

Remember: Be sure to...

- Re-read the proposal and develop thoughtful questions; determine your agenda for the visit
- Call in advance to arrange a mutually convenient time. If you want to observe a specific program or activity during your visit, or meet with certain staff members, be sure to request it while setting up your appointment
- Plan a minimum visit of 1 hour. The length of time may depend on several factors, such as the size of the grant and the number of people you are meeting with
- Ask questions that reveal whether a grant to the organization will further UWN's community impact goals
- Listen even to what they don't say
- Take notes and write down your thoughts immediately following the site visit