# Passing National Standards

# 4 Topics, **30 Minutes**

Topic 1: **BRIEF** Value of National Standards

Topic 2: **BRIEF** Review of Revisions FAQs

Topic 3: **BRIEF** Review of Accessing Online Resources

Topic 4: Submission Pitfalls

Closing: Question and Answer

# The Value of National Standards
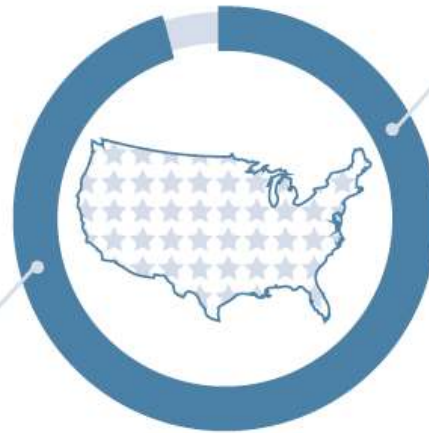
# What are the National Standards?

The National Standards for U.S. Community Foundations® accreditation program represents a community foundation's commitment to go **above and beyond** federal and state law requirements to demonstrate **accountability and excellence** to communities, policymakers, and the public.

# Who Participates?

## WHO PARTICIPATES

**More than 500** accredited community foundations in **49 states** and a commitment from the largest community foundation in the 50th state.

**96%** of the nation's largest community foundations participate in the National Standards program.

*as of September 2015

# What Do National Standards Accomplish

Charitable contributions made to support and strengthen communities are limited and precious. The National Standards program indicates that these accredited institutions will serve as responsible stewards of these contributions as dedicated community partners and leaders.

To receive and maintain accreditation status, community foundations must meet and remain compliant with comprehensive standards around the following key areas of excellence:

**Structure & Governance** - Reflects the independence and integrity of the organization's board and staff in managing the foundation's operations and assets.

**Resource Development** - Ensures that the organization receives a revenue stream that represents the diversity of citizen support.

**Accountability** – Assures that the organization complies with accountable financial recordkeeping and reporting disciplines, and prudent investment practices.

**Grantmaking** - Determines that the organization responds to community needs, and uses funds only for qualified charitable purposes.

**Community Engagement** – Assures that the organization demonstrates leadership and outreach to the community.

# Program Strengths

☑ **Baseline Qualifications**
National Standards eligibility requires that a community foundation be in good standing with federal and state regulators, and categorized by the IRS under sections 501(c)(3), 509(a)(1), and 170(b)(1)(a)(vi) of the Internal Revenue Code.

☑ **Rigorous Process**
The National Standards for U.S. Community Foundations® accreditation process is thorough and rigorous, requiring compliance with the law and an extensive list of internal operating policies and procedures that have been scrutinized and deemed best practice by the sector.

☑ **Genuine Accountability**
Since the program began, there have been over a dozen investigations for reports of noncompliance, several of which have led to revocation of accreditation status. Additionally, representatives for the National Standards program conduct periodic site visits and check-ins with accredited organizations to ensure compliance.

☑ **Program Oversight**
The National Standards for U.S. Community Foundations® program is a registered trademark of the Council on Foundations. The National Standards program is administered by an independent, sector-chosen board. This board is a Type I supporting organization of the Council on Foundations.

# Resources on the Value of CFs and National Standards

- National Standards Website: www.cfstandards.org
- National Standards Info Page: http://www.cof.org/content/national-standards-us-community-foundations-0
- National Standards E-brochure (USE IT!): http://www.cof.org/community-foundation-standards
- Upgraded Toolkit: http://www.cof.org/content/national-standards-communications-toolkit
- Upgraded FAQs: http://www.cfstandards.org/sites/default/files/resources/Affiliate_FAQ9_29_09.pdf
- Upgraded Seals: http://www.cof.org/sites/default/files/documents/files/NS00_sealguide_11Feb181.pdf
- Council on Foundations Community Foundations Webpages: http://www.cof.org/page/community-foundation-programs-services



NATIONAL STANDARDS
for U.S. Community Foundations®

EXCELLENCE. ACCOUNTABILITY. IMPACT.

**Setting a High Standard**
The National Standards for U.S. Community Foundations® accreditation program represents a community foundation's commitment to go above and beyond federal and state law requirements to demonstrate accountability and excellence to communities, policymakers, and the public.

LEARN MORE ABOUT GETTING ACCREDITED ON CFSTANDARDS.ORG

# Common Revisions Questions

# 2015 Revisions Summary

- **Clarity, Sample Documents, and Checklists**

  - We separated the legal requirements from the organization effectiveness requirements.

  - We are offering new and updated resources. Policy samples now include coversheets with law, best practices, and common mistakes.

- **Apply Online at Last! www.cfstandards.org**

  - Confirm your compliance with the full National Standards just once.

  - Annual updates only for changes to your original application or about new Standards.

- **Time Savings**

  - Streamlined National Standards, new samples, online submission, and easy annual updates save you time and money:

  - Minimize staff time spent on accreditation without jeopardizing the program's integrity.

  - Spend more time on the work that impacts your community.

# Common Revisions Questions

**My accreditation doesn't expire until 2017, 2018, or 2019, do I need to start applying annually this year?**

No. Your current accreditation was not revoked.

You maintain your current accreditation through its expiration date.

Our goal is to have you submit your first online accreditation 8-12 months before your accreditation expires to ensure we complete your review before accreditation expires.

After your first online application, your annual application is due 90 days before your accreditation expires. We expect you will have less information to review year over year so we shorten the timeline for submission and review.

# Common Revisions Questions

## Will I get notification about accreditation expiring?

Yes! Community foundations with accreditation expiring in 2015 and 2016 have received emails about how to begin the online process.

2017 emails will go out in the middle of 2015 because we understand that it takes time to plan and put a submission together.

Once you have received accreditation through the online system, the system is set up to send reminders to update the online system throughout the year. It is also set to remind you about the 90 days deadline.

If you believe you should have received an email and have not received it, please contact submissions@cfstandards.org.

# Common Revisions Questions

**Can my community foundation create multiple logins for our application?**

No.

Your community foundation application is unique to the username and password that you create.

We will not be able to merge applications.

You can share the username and password among your team, however only one team member can be in the application and making changes at one time. If more than one person is in the application making changes, both sets of changes will not save (similar to having multiple people in a Word document on the share drive at one time).

# Common Revisions Questions

**If a question is worded in a way that I cannot answer, does that mean my foundation should not apply?**

No.

The application is in BETA.

This means we encourage feedback from community foundations about whether the wording of questions is clear and about how the new technology is or is not working for you.

Many of your colleagues have provided feedback and helped us clarify questions.

If you notice a change in wording of a question

# How to Get Started

# Start Your Application



Create **one** account for your CF

# Start Your Application

**Online Application** BETA

cf | NATIONAL STANDARDS℠

Return to Menu

## Section 1a: Document Review for Legal Compliance

*If you are concerned about the complexity of any of your legal documents, please contact the National Standards staff at submissions@cfstandards.org to set up a conversation about your questions or concerns.*

**Please attach the following documents for legal review in PDF format.**

**Articles of Incorporation that are signed and dated by the appropriate corporate officer, such as the corporate secretary.**

If your organization was established as a community trust, please provide your trust charter instead of the Articles of Incorporation and Bylaws as a response to the Articles of Incorporation question.

If your organization is in both corporate form and trust form, please provide your Articles of Incorporation here with a memo explaining how the corporation is a component part of the trust. Then, in Section 1B, please answer the question regarding your trust form and documents. If you aren't sure if your organization is in trust form, check your Form 990, Schedule A, Part I, Question 8.

If your community foundation has trust and a corporation, please merge all documents into one PDF and upload it in the Articles of Incorporation file box.

**Please download the following sample(s):**

Articles of Incorporation Cover

Articles of Incorporation

Articles of Incorporation
Attachment: *                    [                    ] [Select a file]
                                  (maximum size 100MB)

**Bylaws that are signed and dated by the appropriate corporate officer, such as the corporate secretary.**
**Please download the following sample(s):**

Bylaws Cover

Bylaws

Upload when you're ready "Save Draft" as you go.

# Find Resources and Apply

# Find Resources and Apply

**COMMUNITY FOUNDATIONS NATIONAL STANDARDS BOARD**
*a supporting organization of the Council on Foundations*

Value | Process | Resources | About | Apply

Legal Compliance | Structure & Governance | Resource Development | Accountability | Grantmaking | Community Engagement

## Achieving National Standards Compliance

The National Standards team is no longer accepting paper submissions or statements of agreement. Starting in 2015, all applications and renewals will be done online. Whether you are applying for the first time or renewing your accreditation, you will use the online accreditation application (not the re-accreditation application). This is because we need all of your application documents in electronic files rather than paper files that you previously provided. The good news is that after the first application, renewal applications will only require information your community foundation has revised or responses to change in law/National Standards.

### Eligibility

To qualify for National Standards, your community foundation must be:

- Recognized by the IRS under Code sections 501(c)(3), 509(a)(1), and 170(b)(1)(a)(vi). This information tells us that your community foundation is organized and operated exclusively for charitable purposes and is a publicly supported charity.
- In good standing with federal and state regulators.
- Meet the National Standards definition of a community foundation as stated in National Standard 1.

### Before you Apply

- Keep in mind, preparing the materials and submitting your application for National Standards can take between a few weeks and a few months.
- Discuss the value of National Standards accreditation with your executive committee and board to make sure your community foundation has support as you undergo the process.
- Look through the accreditation requirements and make a list of items that will need board approval to assist you with building a timeline. It is a good idea to start with the legal section for this list.
- Know your accreditation expiration date if your foundation is currently accredited. If you don't know your accreditation date, email submissions@cfstandards.org.
- For your first online submission, we suggest submitting between eight and twelve months before accreditation expires.
- For your annual online renewal, you must submit at least 90 days before your accreditation expires.

### How to Apply

- Visit our application website to start the online process. Application management software provided by WizeHive.
- Create an account using the Signup form. You can only have one account per community foundation.
- Fill out the application. You can save your draft as you go. If multiple staff members are logging into the application, make sure only one person is in the application at a time, or your work may not save.
- Once you have uploaded all of your documents, completed the application, and review your work, you may submit. Keep in mind this process is rigorous and can take from a few weeks to a few months. You may print a copy of your application while you work on it or when it is final.
- After you submit the application, you will receive an email confirming your application and providing payment instructions.
- Follow the email instructions you receive for payment. Your first online submission costs $1,250, annual renewal costs $1,000. Please make payment by sending a check payable to:
Community Foundations National Standards Board
2121 Crystal Drive, Suite 700
Arlington, VA 22202

### The Review Process

- Once you submit your application and payment is received, peer and legal reviewers will go through your application. This process can take several months depending on volume.
- The National Standards Director will compile their comments and email them to the community foundation email used to set up the National Standards account. It is not unusual for your foundation to receive requests for supplemental materials.
- Review the comments and respond to the request for supplemental materials. Provide your response within 30 days or after your next board meeting if your materials require board approval.
- This process of responding to comments from reviewers can happen more than once.
- If supplemental materials are requested more than three times, the National Standards Director will require a call with the community foundation to discuss outstanding issues before the fourth submission of materials.
- Once all National Standards are met, the community foundation receives an email that they are accredited.
- The accreditation email has a link to the National Standards licensing agreement that must be signed online.

### You're Accredited!

- The National Standards Seal and the Marketing Toolkit make it easy for you to share your community foundation's achievement with your community.

### Renewal

- Now that your community foundation is accredited, all of your foundation's most important documents are available to you and saved in one online-easy-to-access place. Your annual renewal date is one year after you receive notice of your accreditation via email. Each year, you will review your original application and update any changes to your documents, policies, or responses to the application questions. Your renewal application is available to be updated throughout the year as your community foundation makes updates to its policies and procedures.
- Submit your annual renewal and payment no less than 90 days before your accreditation expires.

# Check out [www.cfstandards.org](www.cfstandards.org)

## Donor Advised Fund Agreement Cover Sheet

**Key Elements**

- Irrevocable gift
- Names of advisors and successor advisors (if permitted)
- Notice to donor that fund administration will follow fo...
- Endowed or not endowed
- Fund name
- Donor limited to recommendations for a...

**Drafting Considerations**

This is a basic agreement. There is...
as contact information for them...
agreement, or you can use a separa...
as simple as possible, leaving many o...
to a donor handbook or donor guideline...

The sample includes an optional clause...
recommend among investment pools that the...

If specified in the original agreement, a donor adv...
designated fund at a specified future date, such a...
However, it is often preferable to handle this outside th...
final recommendation that the fund be used to benefit X o...
as advice allows donors to change their minds as often as they...
permit). If the donor insists on including a clause to this effect i...
but in that case, you must be careful to include the variance power...

The sample agreement allows the donor to name successor advisors, but does not...
appointed to name their successors.

The sample agreement provides that assets in the fund at the conclusion of the adv...
will be distributed at the discretion of the community foundation. If you allow funds...

Copyright ©2014 by the Council on Foundations, www.cof.org.
This sample document is being provided for informational purposes only as part of your partic...
Community Foundations National Standards program and is not to be shared without the permission...
on Foundations. Use of the sample document does not create an attorney-client relationship, and th...
provided is not a substitute for expert legal, tax or other professional advice tailored to...
circumstances. The information may not be relied upon for the purpos...
imposed under the Internal Revenue Code.

## Whistleblower Policy

The [NAME] Foundation is committed to lawful and ethical behavior in all of its activities and...
requires directors, volunteers, and employees to act in accordance with all applicable laws,...
regulations and policies and to observe high standards of business and personal ethics in the...
conduct of their duties and responsibilities.

**Whistleblower Policy and Procedures**

The objectives of the Foundation's Whistleblower Policy are to establish policies and procedures...
to prevent or detect and correct improper activities, encourage each Foundation director, officer,...
employee and volunteer to report what he or she in good faith believes to be a material violation...
of law or policy or questionable accounting or auditing matter by the Foundation, ensure the...
receipt, documentation, retention of records, and resolution of reports received under this...
policy, and protect Reporting Individuals from retaliatory action.

**Reporting Responsibility**

*Affiliate Cover Sheet*

*Sample Scholarship Policies and Procedures*

*Sample Board Resolution Approving Scholarship Policies and Procedures*

...Foundation (the "Community Foundation") has funds that were...
...hips and other charitable awards to individuals;

: 2006 amends certain provisions of the Internal...
"), prohibiting donor advised funds, as defined in...
d Funds"), from making grants to individuals; and

*...tment Policy Statement*

...se of this policy is to guide the ___[NAME]___ Community Foundation...
Directors, its Investment Committee, and its investment managers in effectively a...
managing, monitoring, and evaluating the Foundation's investment portfolio. The...
portfolio consists of all funds managed by the Investment Committee.

**DIVISION OF RESPONSIBILITIES**

**Board of Directors**

The Board of Directors is ultimately accountable for the portfolio, but has determine...
the portfolio is more likely to achieve return objectives if oversight and managemen...
delegated to the Investment Committee. As a result, the Board of Directors has deleg...
to the Investment Committee full power and authority to make decisions related...
investments of the Foundation, consistent with the investment policy approved and adopt...
by the Board. **[Modify this paragraph if the Board does not delegate this authority or if...
is delegated to a different committee]**

Members of the Committee shall be elected by the Board and shall serve at the pleasure of...
the Bo... The Chair of the Board and the President of the Foundation shall be ex officio...
me... e Committee.

...mmittee who are not directors shall not be eligible for re-election after...
r that is consistent with term limitations for the board] consecutive...
...ut an interruption of at least one year.
...who shall be a director, shall be elected by the Board.

...t of not less than six nor more than nine persons, at...
Members of the committee shall be persons...
...tment practices.

*Sample Donor Advised Fund Agreement*

*Gift Acknowledgements Cover Sheet*

**Key Elements**

- Name of organization
- Amount of cash contribution
- Description (but not the value) of non-cash contribution
- Statement that no goods or services were provided by the organization in return for the...
- ...tion, if that was the case
- ...in return for the value of goods or services, if any, that an...
- ...d good faith estimate of the value of the contribution
- ...ds, the specific statement: "The [insert name of foundation]...
...contributed assets."

(the "Donor(s)") hereby irrevoc...
assets) to...
scribed in Sections 501(c)(3) and s...
stand that this is an irrevoc...
and of the Foundation, subj...
tible fund [the "Donor Adv...
IND and will be identified as a...
onor(s) request otherwise. The...
M/or marketable securities from a...
tions of cash and/or marketable se...
dvised funds to either initially fund...

...nowledgement that...
...ts only as part of your participa...
to you should... ared without the pers...
...client as...

# Find Resources and Apply

# Find Resources and Apply

# Avoiding Common Submissions Pitfalls

# What State Charities Officials Think About

# Issues on the Radar

- **Excess compensation** – subjective – show board review and comparables

- **Conflicts of Interest** – annual disclosure – process in meetings – recorded in board minutes

- **Donor Initiated Fundraising** – using EIN online – asking for gift receipts

- **Online Banking** – how are you keeping records – send to more than one person

- **No fundraising expenses reported** – especially if 990 records donations – expenses higher than contributions (especially when professional fundrasiers)

- **Boards unaware of what's in 990** – where was the board - investigation and board hasn't seen it, doesn't know what it says or what it means

"The value of our National Standards accreditation was recognized by our State Attorney General's Office for an important petition to our local Probate Court. The AG's Office stated that their support was expressly due to our National Standards accreditation and the high standards of accountability it represents. The court ruled in our favor—setting a new legal precedent in our state recognizing that our organization is well-equipped to acquire control of and manage two older trusts."

**Jim Williamson,** *President, Community Foundation of Greater New Britain*

# Legal Requirements

# Structure and Governance

- Review Governing Documents

- Be consistent in your governing documents, procedures, policies, website, and marketing materials.

- Demonstrate that your board knows the foundation and the community.

# Board of Directors

- Provide a job description or scope of responsibilities for <u>all board members</u>, not just board officer responsibilities.

- Provide at least annual training for board members, this can include board retreats, site visits, presentations at meetings.

- Memorialize in minutes how the board or nominations committee discussed the diversity of the community compared to the diversity of the board.

- Cite a specific report on the community (Census or others).

- Consider the many types of diversity, including but not limited to – race, gender geography, income

# Finance

# Form 990

What to Look For?

- Signature (8879)

- Excess Business Transactions (Part IV, 25)

- Related to a tax-exempt or taxable entity (Part IV, 34)

- Sponsoring Organization, Part V questions 8, 9a-b

- Conflict of Interest, Whistleblower, Document Retention (Part VI)

- Compensation – not just >$100,000, *see instructions* (Part VII)

- Fundraising Expenses (Part IX)

- Public Support Test, Schedule A

- Donors, Schedule B (redacted)

- DAFs, Schedule D

# Audit

What to Look For?

- Qualified or Unqualified

- If Qualified, explain and attach

- If Qualified because of supporting organization assets, *email National Standards Director for sample memo*

- If concerns raised, explain how they've been addressed and attach

- If less than $5,000,000 in assets then a financial review can be done instead of audit.

# Administration

*Who does it apply to?*

*Who overseas policy?*

*What's the process for?*

# Confidentiality and Privacy Policies

- Confidentiality
  - Applies to: board, employees, volunteers, contractors
  - Covers: all information deemed confidential, *see Confidentiality Policy Helpful Hints for Details*
- Privacy: Commitment to privacy to those including, donors, grantees, and website users regarding how <u>online</u> information is gathered and disseminated. Often refers to collection of email, IP addresses, cookies, and other information collected online. Usually includes disclaimer about third parties that are linked to on the site.

# Conflicts of Interest

- Applies to: Board, staff, volunteers

- Defines conflicts

- Explains procedures for raising a conflict (disclosure, abstention, leave room during discussion and vote)

- Annual disclosure statement required

# Whistleblower

- Applies to:
  - individuals inside (e.g., employees, directors), or
  - outside (e.g., volunteers, consultants) of the organization

- Evidence of whistleblower process
  - who can report under the policy
  - to whom information may be reported
  - identification of the person(s) (often via position) responsible for carry out the investigation and
  - a prohibition against retaliatory action against those who make good faith complaints.

# Peer Reviewer Tips

For Review after the Presentation

Please Share with CF Submission Lead

# Peer Reviewer Tips

- **Start early**: Identify a point person and begin asking other key staff to familiarize themselves with Standards a year or more in advance of your expected submission date (and that date should be 6-8 months prior to the expiration of your current accreditation). You'll need time to review, create and compile the needed information and documents.

- **No dumb questions:** The CFNSB website is a valuable resource. The website contains many sample documents and helpful hints. Lara and other staff would rather help you in advance of your submission than engage in a long process of submissions and supplemental reviews. Use the knowledge and experience available to you.

- **Samples:** The sample policies provide on the website are an amazing resource. However, be aware that if it appears policies have ben adopted without careful editing, discussion, and board review to ensure applicability to your individual CF, it will raise questions in review.

- **You can't go back to the future:** Reviewers are required to find evidence that your board/CF has adopted the policy.  This might require submission of minutes documenting approval of policy or in the case of a 990, either submitting a copy of an amended filing or a copy of the next year's 990.

# Peer Reviewer Tips

- **Read instructions carefully:** For some standards, your CF is required to have a policy even if you don't currently conduct that activity (such as availability of 990T or excess business holdings in donor advised funds).

- **Embrace sameness:** Use a consistent format for fund agreements. Incorporate policies and terms and conditions by reference where possible, but submit every sample agreement in full – with all applicable addendums, exhibits or appendices.

- **Cross-check:** Reviewers look at all the information submitted. If you state you don't offer scholarship funds and a reviewer notices the John Smith Scholarship Fund in your fund list, questions and requests for additional information will follow. Submit based on what is actually in place or what your organization would offer.

# Peer Reviewer Tips

- **Practical advice:**

  - Number pages within documents

  - Highlight key elements, like the pertinent parts of board minutes or policies (and make sure the highlights translate to your scanned version)

  - Keep copies (paper or electronic) of EXACTLY the same version of documents as those you submit

  - For yes/no questions, keep an internal document referencing the policy or evidence upon which your answer was based. This will be a crucial resource if questions arise in the review, when it's time for reconfirmation, and for institutional history.

# Peer Reviewer Tips

**Integrity**: The process for submitting your information for Standards has been moved to the cloud, streamlined and improved. There are lots of yes and no questions, and if the answer is "no" your submission cannot go forward. Don't say "yes" based on aspiration – only on reality.

**Excellence**: Standards are a great learning tool for Board and staff. Compliance with National Standards represents a level of excellence your CF and Board should be proud of.  Set that tone as you approach this process. Enjoy the process!

# Questions

The Community Foundations
National Standards Board is
a supporting organization of
the Council on Foundations.

2121 Crystal Drive, Suite 700
Arlington, VA 22202
800-673-9036

For more information, visit:
www.cfstandards.org

# Rainbows, Lollipops, Unicorns, & National Standards: The Cold, Hard, Sparkly Truth

Unicorns think they're so great because they're all mysterious and magical…

but they can be real jerks sometimes.

Presented by Dawn Brown
Community Foundation of Grant County
Dawn@GiveToGrant.org

# National Standards:  The reality is…

## …they are so much easier than they used to be.

The National Standards process is much easier than the state process due largely in part to:

1. Having fewer standards

2. 100% electronic submission

# National Standards: The reality is…

## …most of what we get to do is rainbows and lollipops.

1. We get to work with the most generous people in our community.

2. We get to give to the most worthy people in our community.

3. And we get a salary to do that every day!

# National Standards:  The reality is…

## …wherever you find rainbows and lollipops, you'll also find unicorns.

1. National Standards are unicorns.

2. Unicorns are magical, whimsical, sparkly…and can sometimes be jerks.

3. We tend to like people more than paperwork.

4. Unicorns are not people.

5. Unicorns have a pointy horn that will *get you* if you don't (a) plan ahead, (b) get organized, and (c) just fill out the form…the really long, but virtually harmless, form.
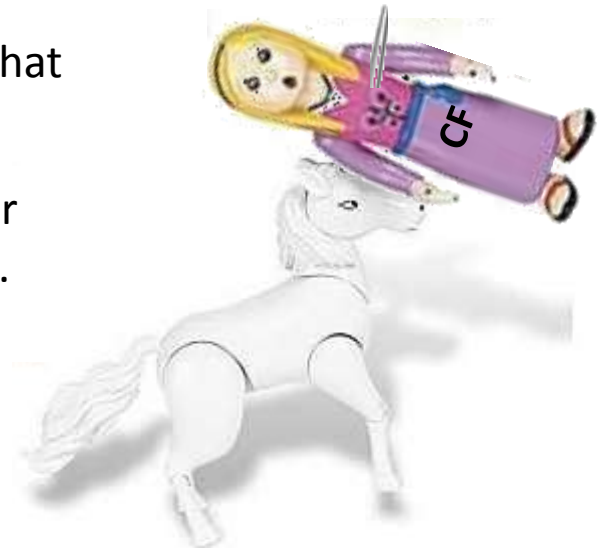
# National Standards: The reality is…

## …you can reduce unicorn-related injuries by doing the following:

1. Reading through all of the questions first.

2. Determining what can be done easily vs. what may need to be created or revised.

3. Knowing your due date – 8-12 months prior to your National Standards Expiration Date.

4. Making a timeline so it doesn't become bigger than it needs to be.

5. Planning your work; working your plan.

# National Standards:  The reality is…

## …it's totally do-able and worth it.

1. It's good practice to know (read: remember) what all of your quality policies and practices are.

2. It's good to review them to find out if your policy or practice is out-of-date.

3. It's feels like Spring Cleaning…everything feels organized when you're done.
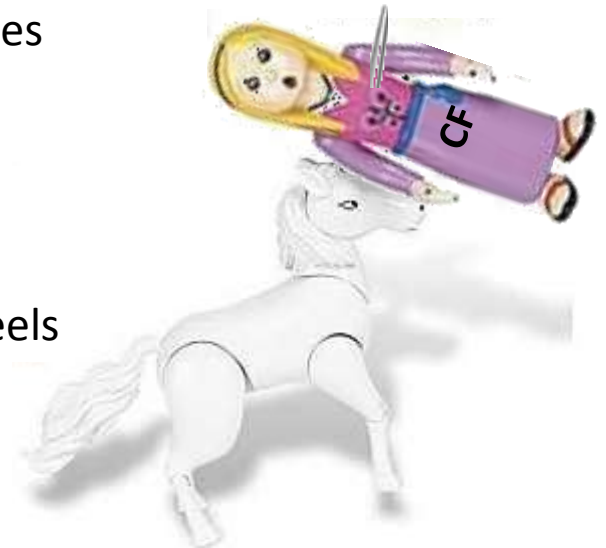
# National Standards: The reality is…

## …you'll be done before you know it.

A list of all National Standards questions is included with this presentation, sorted by:

1. Super Easy (Yes/No/NA)

2. Easy (attachment – ie: bylaws)

3. Moderately Difficult (attachment with board meeting minutes or multiple attachments)

4. Difficult (Items you don't already have or might need to revise.)

CF

# National Standards: The reality is…

- There is help out there if you need it.

- Lara was extremely helpful and timely when answering questions.

- The CF Standards website has an abundance of material you can use.

- I created this 27-page cheat sheet, of sort that guides you through the entire application.

| Number | Name | Attachment | Board Minutes | Notes |
|---|---|---|---|---|
| **Accreditation** — Due Date: Must submit 8-12 months prior to your expiration date. | **www.cfstandards.org;** 703-879-0672 - Lara Kalwinski | If you are concerned about the complexity of any of your legal documents, please contact the National Standards staff at submissions@cfstandards.org to set up a conversation about your questions or concerns. | | Basic contact info; Year 1 $1250; Year 2+ $1,000; cfstandards.org; submissions@cfstandards.org |
| **Section 1a:** | **Document Review for Legal Compliance** | | | Please attach documents for legal review in PDF format. |
| | - Articles of Incorporation that are signed and dated by the appropriate corporate officer, such as the corporate secretary | o Attachment of the original plus any amendments | | |
| | - Bylaws that are signed and dated by the appropriate corporate officer, such as the corporate secretary | o Attachment of most recent version of the Bylaws | o **Date** of Board Approval | NA if established as a trust. |
| | - Board Resolution for National Standards Submission (See last page) | o Attachment | | See last page of this document. |
| | - Confidentiality/Privacy Policy | o Attachment | o **Date** of Board Approval | |
| | - Conflicts of Interest Policy | o Attachment | o **Date** of Board Approval | |
| | - Grantmaking Due Diligence Policy, including expenditure responsibility | o Attachment | o **Date** of Board Approval | |
| | - Financial statements for the most recent 12 month period | o Attachment | o **Date** of Board Approval | o For community foundations with over $5 million in assets, these are your audited financial |

| Super Easy | Easy | Moderately difficult: Due to locating multiple items, creating content, or transferring to .pdf format. | Difficult – Took more time; creating new material/content. |