



## ASSURANCES CHECKLIST

I certify that \_\_\_\_\_, the organization represented in this proposal, meets the following criteria, or has provided reasonable alternative methods to meet standards.

YES	CRITERIA	COMMENTS IF NO
	The size of the board is sufficient to carry out current and long-range plans.	
	The board meets regularly and has an active committee structure.	
	The board participates in fundraising or revenue generating activities on behalf of the organization.	
	The board members have specific terms and new members are recruited periodically.	
	The board has a process to review program performance.	
	The board annually approves the budget and regularly reviews financial performance information.	
	The board has a strategic plan, monitors performance, and updates the plan as necessary.	
	The board is representative of the community served. Management, general and fundraising costs are reasonable.	
	The organization has written personnel, operating, and financial management policies.	
	Staff and general volunteers are representative of the community served.	
	Organization has sufficient capital to maintain operations over the course of the grant term.	
	Organization has internal controls in place to manage expenditure of these grant funds and maintain appropriate financial records.	
	Organization is not delinquent on any state or federal debt.	

I understand this document must be signed by two representatives of the organization. If your organization staff leader (CEO/ED/President) is also the president/chair of the board, one signature is sufficient. If your organization does not have paid staff, one signature from the president/chair of the board is sufficient.

	Staff Leadership (Such as CEO/President/ED):	Board of Directors Leadership (Chair/President):
Signature		
Printed Name		
Date		