

## EBCF Due Diligence Check-List

Program:

Agency Budget \$

Project Budget: \$

Amount Requested: \$

Amount Recommended: \$

<b>Fiscal elements:</b>	Yes	No	Comments
The program budget is reasonable for the scope of work and the expenses are consistent with the program described in the narrative.			
Revenue projections and sources are diverse and realistic.			
EBCF's percentage of funding is consistent with our goals and the scale of the project.			
Administrative costs are reasonable for the scope of the project.			
Revenue projections are realistic and the project will be able to proceed without all the funds being applied for and project can scale down appropriately.			
The organization prepares monthly or quarterly financial statements that are reviewed by their board.			
The financial reporting systems are adequate for the size of the organization.			
Overall agency budget and financial picture have been discussed and are adequate.			
The organization has a short-term deficit and plans to manage this deficit were discussed and seem reasonable.			
The organization has some unusual financial issues such as loans; long term debt, etc. These issues were reviewed and plans to address them seem adequate.			
For organizations with budgets over \$500,000, there is an independent audit conducted every year. If no audit exists, the organization has a review letter.			
Arts organizations- Percentage of earned income is adequate to the art form and size of operations.			

**Organizational and project qualifications:**

	Yes	No	Comments
The organization has the necessary staffing and expertise to complete the work.			
The projected outcomes are realistic and aligned with EBCF's funding priorities.			
If there are collaborations they are well thought out, functional and add value to the work.			
The organization knows and uses "best practices."			
The organization is well thought of in its field; or known in their community and has a track record of good results.			

**Equity and inclusion elements:**

	Yes	No	Comments
Demographics of the staff reflect the clients being served.			
Staff has the skills (language, cultural knowledge, and experience) to do this work at an appropriate level.			
The Board reflects the community served.			
Board and staff are knowledgeable about the demographic changes in their community and have developed proactive strategies to address these changes. (Including outreach for clients, trustees, succession plans for senior management, etc.)			
Clients/communities participate in feedback mechanisms for improving performance.			

**Work process:**

	Yes	No	Notes
Last site-visit made on: DATE: 7/28/03			
Met with executive director.			
Met with development director.			
Met with or talked to a board member.			
Spoke with another funder.			
Conducted other partners in the collaboration.			
Consulted other reference or source of information.			
Reviewed past EBCF files including final reports.			

I have reviewed the processes used to arrive at this funding recommendation and attest to their meeting EBCF's standards.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

