



Due Diligence Policy

Updated October 2006

The Foundation acts with due diligence to ensure that grants will be used for charitable purposes and to demonstrate respect for the charitable intent of its donors. Toward that end, the Foundation subscribes to the following policies:

Recipients

Generally, grants are made only to 501c3 charitable organizations, schools, churches and governmental agencies. Documentation of the organization's tax-exempt status must be on file with the Foundation.

Site Visits/Preliminary Checking

It is the practice of the Foundation boards and staff to conduct site visits to area nonprofits and to be familiar with the vast majority of the Foundation's grantees and the charitable functions they perform. If Foundation staff and board members are unfamiliar with a grantee, additional information may be requested, including a listing of all board members, Form 990, financial information and marketing material.

For Profit Providers

Grants may be made to for-profit service providers only where a clear charitable purpose has been documented and approved by the President and Executive Committee. Such documentation will be preserved for a period of at least six years from the date of the grant.

Individuals

Grants are never made directly to an individual beneficiary, but may be made to an educational institution or a service provider (for-profit or non-profit) for the benefit of an individual if:

1. that individual is a member of a broad charitable class;
2. is selected based upon pre-established, objective criteria; and
3. a clear charitable purpose is documented and preserved for at least six years from the date of the grant.

Charitable Intent of Foundation Donors

Every effort will be made to conduct grantmaking in keeping with the charitable intent of the Foundation's donors as reflected in fund agreements and other documentation. The staff will facilitate clear communications from donors and establish procedures to document and carryout donors' wishes consistent with the Foundation's charitable mission and all state and federal laws. Fund agreements or other documentation of donor intent will be periodically reviewed to assure that grants are consistent with the documented wishes of the donor.