

**Form 990 Due Diligence Checklist**

This checklist is to be used for: all NVCF discretionary grants; Donor Advised Fund and Donor Designated Fund grants ≥\$25,000; all funding opportunities published in *Community Link*. If 990 Checklist has been completed in the last 12 months, it is not necessary to run due diligence, unless there are concerns about the organization.

**Date:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

**Name of Organization/Event/Project (use incorporated name)**      **Tax ID or EIN #:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Fiscal Sponsor (if applicable) (use incorporated name)**

<p><b>Type of Form 990 obtained (circle one)</b>            990-N (gross receipts ≤\$25K)            990-EZ (gross receipts &lt;\$500K AND total assets &lt;\$1.25MM)            990 (gross receipts ≥\$500K OR total assets ≥\$1.25MM)            990-PF (private foundation of any size)</p> <ul style="list-style-type: none"> <li>Private Operating Foundation status? Y / N (Part VII-A, line 9)</li> </ul> <p>What month/year was the 990 filed? _____</p>
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<p><b>Where was the 501(c)3 verification obtained? (circle one)</b>            Form 990            Guidestar            IRS determination letter            IRS Pub 78</p> <p>What is the reason for public charity status?            Refer to Schedule A, Part I, and indicate the line number checked: Line _____</p>
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Note: If it is a form 990-N, 990-EZ or 990-PF, please consult Vice President of Philanthropic Services for examination standards. If it is a 990-PF, and the organization **does not** have Private Operating Foundation status, we cannot make the grant.

Note: The Form 990 has many other Parts and Schedules that contain interesting information for those making grants, including: Part VI and Schedules B, C, E, G, H, I, J, O.

If you answer “No” to any of the questions below, the VP of Philanthropic Services needs to be consulted and may review the 990 to determine whether the grant can be approved.

**Examining the Form 990**

**Evidence of Public Support (Part I)**

- Line 8, Current Year Column: Did the organization receive any grants or contributions? Yes    No
- If No, refer to Part VIII/Statement of Revenue and Schedule A Part II or Part III/Public Support.
- Is Line 22, End of Year Column, a positive number? Yes    No

**Accuracy/honesty in reporting expenses (Part IX)**

- Is Line 25 of Columns C & D less than column B? Yes    No
- If Part I, Line 8 show more than \$1,000,000 in contributions, are some fundraising expenses recorded under Part IX, Line 25, Column D? Yes    No

**Viability of the organization (Part I)**

- Is Line 20, End of Year Column (Total Assets) greater than Line 21, End of Year Column (Total Liabilities)? If No, refer to Part X/Balance Sheet. Yes    No

**Reporting conflicts of interest between board, staff, and independent contractors (Part IV, Part VI)**

- Did the organization check “No” on Part IV, Line 28a, 28b or 28c? (If the org checked “Yes,” consult Schedule L and discuss with VP of Philanthropic Services.) Yes    No
- Did the organization check “Yes” on Part VI, Section B, Line 12a, Line 12b or Line 12c? Yes    No

**Reasonable CEO compensation, avoidance of intermediate sanctions (Part VII, Section A)**

- Does the CEO make less than what was spent in programs? (Refer to Part IX, Line 25, Column B) Yes    No
- If more than one employee is listed: Does the CEO’s compensation seem comparable to other employee compensation? CEO salary should not be three times more than the next highest salary. If No, please consult with VP of Philanthropic Services. Yes    No
- Did the organization check “No” on Part IV, Line 23? (If the org checked “Yes,” review Schedule J.) Yes    No

**Verification of Public Charity Status (Schedule A, Part II or Part III)**

- Does Part II, Section C, Line 14 or Part III Section Line have a percentage equal to or greater than 33 1/3%? (If organization ≤ 5 years old, this section can be left blank. Is org ≤ 5 years old? Y / N) If number is below 10%, discuss with VP of Philanthropic Services. The organization is in danger of becoming a private foundation. Yes    No