

Organizational Sustainability Screening

Target Area	Check Point	Yes/No
Accountability		
	1. We check our compliance with all IRS 501c3 requirements at least annually.	
	2. We have a checklist for all contract, grant, and program requirements and deliverables and ensure our compliance on at least quarterly.	
	3. We can justify all expenditures and back them up with a receipt tied directly to a specific funding source.	
	4. We have an OUTSIDE audit once a year.	
	5. We have a plan for marketing the reputation of our organization.	
Financial Security		
	1. We know exactly how much money we need to sustain our work for the upcoming year.	
	2. We know what it costs to run our organization for one month.	
	3. We have operating funds on hand or available for the next 3 months.	
	4. No one funding source makes up more than 30% of our budget.	
	5. We have had more revenue than expenses in the last 7 out of 10 years	
Organizational Operations		
	1. We have the necessary staff or volunteers to accomplish our mission.	
	2. We have the staff that was outlined in funded grant applications.	
	3. We have written organizational policies and procedures that are updated annually.	
	4. We have the necessary office space and equipment to accomplish our mission.	
	5. We do an annual review of all organizational operations and strategize ways to strengthen the organization.	

Relationships		
	1. We have the partners necessary to reach our mission and vision.	
	2. We have an outreach plan to engage our target populations.	
	3. We ensure the voice of underrepresented populations in all levels of our organizations planning, development, and evaluation.	
	4. Our organizational governance is comprised of the populations we serve.	
	5. We do an annual survey of the perceptions of the populations and communities we serve, our partners, and funders and make necessary adjustments to improve our capacity, outreach, and visibility.	

Areas of Concern

Accountability:
Financial Security:
Organizational Operations:
Relationships: