

**PART I: ANNUAL CHECKLIST AND BOARD RESOLUTION ON
CRITERIA FOR MEMBERSHIP IN COMMUNITY FOUNDATIONS OF CANADA**

As a Board of Directors please review *The Community Foundation Difference: Describing What Makes Us Special* and complete this checklist indicating which of the Criteria for Membership in Community Foundations of Canada your community foundation meets. The appropriate page references to *The Community Foundation Difference* are noted where applicable.

Then, please sign the attached Board Resolution and fax both the Checklist and the Board Resolution to Community Foundations of Canada at (613) 236-1621 by **April 1, 2005**.

Yes	No	Striving to	Our community foundation _____ (name of community foundation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is officially registered as a charity and designated by the Canada Customs and Revenue Agency as a tax exempt Public Foundation and, as such, is assigned a Business Number that reflects charitable status;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is independent and autonomous (not controlled directly or indirectly by government, corporations, associations, individuals, related family members, or particular religious, cultural or ethnic groups) and is governed by a body of volunteers, usually independently appointed, which strives to represent, and be accountable to, the community it serves; (see p.5 of <i>The CF Difference</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describes itself as a “community foundation,” without necessarily having the words “community foundation” in its legal name;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a prudent and responsible steward and investor of charitable funds, maintaining complete and accurate financial records; (see p.5 of <i>The CF Difference</i>)

Yes	No	Striving to	Our community foundation _____ (name of community foundation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regularly monitors its internal processes and activities with the goal of meeting the highest standards of practice in all its activities; (see p.5 of <i>The CF Difference</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains a broad grants program that provides funding to many different grantees in a range of fields of interest and segments of the population. Grantees must be "qualified donees" as defined in the <i>Income Tax Act</i> ; (see p.3 of <i>The CF Difference</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is structured primarily as a growing collection of permanent and non-permanent endowment funds, which includes a pool of unrestricted dollars, that support the diverse charitable purposes specified by the governing body and by its donors; (see p.3 of <i>The CF Difference</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Focuses its grant-making and charitable services primarily in a defined geographic area;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides a broad range of giving opportunities for donors, and a variety of services to help them achieve their philanthropic goals; (see p.3 of <i>The CF Difference</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consults with the community to guide the foundation's grantmaking and other activities, and acts as a catalyst for community action on issues of broad community concern. (see p.4 of <i>The CF Difference</i>)

There may be areas where your community foundation does not fully meet these criteria. Please suggest ways that CFC can support you to move toward meeting them. (Type and attach comments to this form.)

Board Resolution (to be signed by Board Chair or other authorized person)

Given that the Criteria for Membership in CFC were ratified by the CFC membership at CFC’s Annual General Meeting in Kelowna B.C. in May 2002 as part of *The Community Foundation Difference: Describing What Makes Us Special*; and that CFC’s Task Force on Implementing Membership Criteria then gave CFC the mandate to confirm that all members meet, or are working to meet, the criteria,

the Board of Directors of _____ has reviewed, read, and understood the Criteria for Membership in
(name of community foundation)
CFC and has completed the attached Checklist on Criteria for Membership in CFC.

Signature

Date of Resolution and Checklist

Print Name (and Title if not Board Chair)

Name of community foundation

PART II: POLICY CHECKLIST

COMMUNITY FOUNDATIONS WITH TOTAL ASSETS OVER \$2 MILLION

Please complete the following policy checklist by marking with a checkmark (✓) the policies that your foundation has in place. Return your completed checklist to CFC by fax at (613) 236-1621 no later than **April 1, 2004**.

NAME OF COMMUNITY FOUNDATION: _____

Governance Policies	
<input type="checkbox"/>	Governance and Governance Assessment
<input type="checkbox"/>	Role of Officers
<input type="checkbox"/>	Financial Accountability
<input type="checkbox"/>	Conflict of Interest
<input type="checkbox"/>	Confidentiality
<input type="checkbox"/>	Code of Conduct
<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	Planning
<input type="checkbox"/>	Board/Committee - Staff Relationship
<input type="checkbox"/>	Appointment of Executive Director or CEO
<input type="checkbox"/>	Executive Authority
<input type="checkbox"/>	Executive Director or CEO Performance Evaluation
Financial Management Policies	
<input type="checkbox"/>	Investment Policy-Long Term
<input type="checkbox"/>	Funds, Fund Types and Criteria For Naming
<input type="checkbox"/>	Funds, Fund Types and Criteria For Naming

<input type="checkbox"/>	Managed Funds
<input type="checkbox"/>	Administrative Fee
<input type="checkbox"/>	Authorization
<input type="checkbox"/>	Donation Recording and Receipting
<input type="checkbox"/>	Expense Reimbursement
<input type="checkbox"/>	Financial Operations
Grant Management Policies	
<input type="checkbox"/>	Disbursement of Funds
<input type="checkbox"/>	Granting
Donor and Gift Management Policies	
<input type="checkbox"/>	Gift Acceptance
<input type="checkbox"/>	Donor Direction
<input type="checkbox"/>	Donor Services
<input type="checkbox"/>	Donor Recognition
<input type="checkbox"/>	Privacy of Information and Electronic Records
Grant Management Policies	
<input type="checkbox"/>	Disbursement of Funds
<input type="checkbox"/>	Granting
General Policies	
<input type="checkbox"/>	Community Representation and Media Communications
<input type="checkbox"/>	Volunteer Recognition
<input type="checkbox"/>	Special Leadership Initiatives