Intake Checklist

Evaluating Projects

• Are the project’s activities consistent with 501(c)(3)?
• Are the project’s activities in furtherance of your organization’s mission?
• Are the project’s goals and activities consistent with your organization’s values?
• Does the project pose risks that your organization is particularly concerned about or have little familiarity in managing? If yes, describe those risks.
  Activities: ____________________________________________________________
  Employment: __________________________________________________________
  Intellectual Property: __________________________________________________
  Private Benefit: _______________________________________________________
  Lobbying/Political Activities: ___________________________________________
  Collaborations: _________________________________________________________
  Reputational: __________________________________________________________
  Other: __________________________________________________________________

• Does your organization have the internal capacity to oversee and support the project in a safe and responsible manner?
  Locations: ____________________________________________________________
  Employment: __________________________________________________________
  Insurance: _____________________________________________________________
  Financial Management: _________________________________________________
  Risk Management: _____________________________________________________
  Licensing: __________________________________________________________________
  Lobbying/Political Activities: _____________________________________________

Vetting Project Directors

• Would the project director be an individual that your organization would hire to lead a purely internal program?
• Did your organization vet the project director in a similar manner as it would for an internal program manager with broad leadership autonomy?
  o Resume/CV
  o Interview(s)
  o References
  o Background check
• Does the project director have sufficient expertise and experience to:
  o Manage the project?
  o Raise funds for the project?

Vetting Other Employees and Key Volunteers

• Have the other employees been vetted and qualified using reasonable methods?
  o Documentation of resumes/CVs, interviews, references, background checks, required licenses or certifications

Vetting Assets

• Real property
• Vehicles, equipment, and other tangible personal property
• Intellectual property

Vetting Prior and/or Concurrent Activities

• Could your organization be responsible for prior activities related to the project?
• Could your organization be responsible for concurrent activities related to the project?
Additional Notes

Fiscal Sponsorship Agreement
• Does the agreement differentiate between (1) the party signing the contract with your organization and (2) the individuals who will be managing or working for the project whether as employees or volunteers?
• Does the agreement provide your organization with the authority to approve any successor fiscal sponsor or nonprofit to which the project assets would be transferred in the event of a termination of the agreement?

Onboarding
• Does your organization make clear to the project leaders that the project does not and cannot operate independent of your organization and that another entity operated by project leaders (if any) must be distinct in name and activity from the project?
• Does your organization have a policy and practice in training a project director in any areas of deficiency that may pose a risk to your organization?
• Does your organization equip the project with appropriate policies, including those regarding conflicts of interest, whistleblowers, document retention/destruction, gift acceptance, communications (including websites and social media), and internal controls?
• Does your organization emphasize the importance of timely and accurate reporting to allow for appropriate oversight?
• Does your organization communicate how the project director and leaders may access administrative and legal assistance from the sponsor?