## **Montana Commission on Community Service**

## **New Applicant Readiness Self-Assessment**

## Is Our Organization Ready to Apply for an AmeriCorps Grant?

The New Applicant Readiness Self-Assessment is used by the Governor's Office of Community Service to determine if the organization is financially and programmatically prepared to apply, implement and manage an operational AmeriCorps program grant. The assessment also serves as a tool for a new applicant to plan for the implementation and administration of an AmeriCorps grant-funded program. Completion of the assessment does not guarantee AmeriCorps funding through the Governor's Office of Community Service (OCS) or the Corporation for National and Community Service (CNCS). Please read each question carefully, answer honestly and respond to each item.

Name of Organization or Agency:				
<b>Fundamental Questions</b> Is the organization a public or private nonprofit agency - including labor organizations, faith-based and other community organizations; an institution of higher education; a State of Montana government entity; an Indian Tribe; or a partnership or consortia?				
Yes, which:	No	Unsure		
Does your plan for utilizing AmeriCorps memb	pers provide service exclusively	within the state of Montana?		
YesNo	Unsure			
Does the organization's plan for utilizing AmeriCorps members address specific unmet community needs in the focus area of Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans & Military Families?				
Yes:	No	Unsure		
Does the organization's plan for utilizing AmeriCorps members address specific unmet community needs in the area of Childhood Hunger, Drought Resiliency, Workforce Development, Suicide Prevention, or Safe & Affordable Housing?				
Yes, which:	No	Unsure		
Does the organization's plan for utilizing AmeriCorps members address community needs to benefit people living on or nearby American Indian Reservation(s) in Montana?				
Yes, where:	No	Unsure		

If the answer to any of the above questions is "No" then your organization may not be eligible to receive an AmeriCorps grant, or to serve as a Host Site for AmeriCorps members. However, if the organization is eligible and proposing to serve a multistate area then consider applying directly to the Corporation for National and Community Service for a National Direct grant. If the organization opts to apply for National Direct, please contact the Governor's Office of Community Service for guidance on completing the required National Direct consultation. Note, 501(c)(4) non-profit entities (under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)) that engage in lobbying activities are not eligible.

	pes your organization hav		d of establishing measurable outcomes for its program	ıs?
	Yes	No	Unsure	
			recruit, train, and support AmeriCorps members? Vari financial expertise, and ability to manage community	
	Yes	No	Unsure	
Ha	as your organization prev	iously managed a majo	or federal, state, or foundation grant?	
	Yes	No		
Do	oes your organization hav	e formal written inter	nal controls governing all financial operations?	
	Yes	No	Unsure	
Do	oes your organization hav	e sufficient resources	on hand to operate a major grant on a reimbursement	basis?
	Yes	No	Unsure	
На	as your organization been	audited by a Certified	Public Accounting firm within the past two years?	
	Yes	No	N/A	
Se	dminister an AmeriCorps g	grant. Please consider ost site rather than as	ve, it is likely the organization may struggle to successful a partnership with an existing Montana AmeriCorps*State a primary grant applicant may be a practical option. Cote details.	tate program.
	ission Statement  Does the organization h	nave a clear written m	ission statement? (if no, skip to question 6)	
	Yes	No	Unsure	
2.	Do all organizational pr	ograms and efforts ali	gn with the mission?	
	Yes	No	Unsure	
3.	Has the organization de	eclined opportunities t	hat are not consistent with the organization's mission?	1
	Yes	No	Unsure	
4.	Is the mission frequent	ly referred to (e.g. in p	lanning sessions and other meetings)?	
	Yes	No	Unsure	

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Go	vernance & Operations	s			
5.	, , , , , , , , , , , , , , , , , , , ,				
		•	d members who are neither employees of the organization nor		
	family members of employees or other board members.)				
	Yes	No	Unsure		
6.		have written policies ar	nd procedures, including a conflict of interest policy for employees		
	and directors?				
	Yes	No	Unsure		
7.	Does the organization	plan to dedicate full tin	ne staff to manage the proposed AmeriCorps program?		
	Yes	No			
Str	ategic Planning				
		have a strategic plan i.e	e. 3-5 year strategic plan? (if no, skip to question 13)		
	Ü				
	Yes	No	Unsure		
9.	Does the strategic pla	n have well defined mea	asurable goals and achievable action steps with timeframes?		
	Yes	No	Unsure		
10.	10. Are the strategic plan goals well known and understood by the staff and board?				
	Yes	No	Unsure		
11.	11. Is the strategic plan made actionable by annual plans that outline the specific work to be accomplished?				
	Yes	No	Unsure		
12.	Does the organization	conduct regular assess	ment of internal operations to assess efficiency and effectiveness?		
	Yes	No	Unsure		
Fin	ancial Management				
13.	Does the organization	have an accrual or a fur	nd accounting system?		
	Yes, Curren	t system used:	No		
14.	If the organization use between cash and acc		ng, are there procedures in place to allow for reconciliation		
	Yes	No	Unsure		

15.	15. Is the organization's accounting system manual, automated, or a combination?				
	Manua	IAutomated	Combination		
16.	16. How often are entries posted to the general ledger?				
	Daily	_WeeklyMonthly _	UnsureOther:		
17.	Does the account or funding source		and accurately the receipt and disbursement of fo	unds by each grant	
	Yes	No	Unsure		
18.	Does the account	ing system allow cash basis i	reporting and for the recording of in-kind contribu	tions?	
	Yes	No	Unsure		
19.	Does the organiza	ation have a development/fu	ndraising plan in place?		
	Yes	No	Unsure		
20.	Does the organiza	ation have plans to secure th	e financial and in-kind resources to meet required	I matches?	
	Yes	No	Unsure		
21.	Is the organizatio	n familiar with federal cost p	rinciples?		
	Yes	No	Unsure		
22.	22. Is the organization familiar with procedures for the determination and allowance of costs in connection with Corporation for National and Community Service grants and contracts?				
	Yes	No	Unsure		
Tec	hnology				
23.	23. Does each key staff member have access to a computer with current software, internet and e-mail capacity?				
	Yes	No	Unsure		
24.	24. Are all staff able to find and use grantor provided resources posted online?				
	Yes	No	Unsure		
Hur	man Resources				
25.	25. Does the organization have a well-planned process to recruit, develop, and retain the best employees in accordance with an equal opportunity environment?				
	Yes	No	Unsure		

26.	5. Does the organization provide staff and volunteers with written position descriptions and the necessary resources to carry out described duties effectively?		
	Yes	No	Unsure
27.	Are time and activit with the organization		ed by funding source and project type to account for hours and activities
	Yes	No	Unsure
28.	Does the organizati	on provide relevant	and regular training for staff and board members?
	Yes	No	Unsure
29.	Are employee perfo	ormance appraisals	conducted on a consistent basis with a standardized process?
	Yes	No	Unsure
30.	Does the organizati	on have a well-plan	ned process to recruit, develop, and retain community volunteers?
	Yes	No	Unsure
Inte	ernal Controls		
31.	Is there separation	of duties within the	organization?
	Yes	No	Unsure
32.		oy individual(s) whos preparation of payro	se duties exclude recording cash received, approving vouchers for II?
	Yes	No	Unsure
33.	Are purchase appro	oval methods docum	nented and communicated?
	Yes	No	Unsure
34.	Are employee payro	oll reports supporte	d by appropriately signed documentation?
	Yes	No	Unsure
35.	Are employees who	handle funds bond	led against loss by reasons of fraud or dishonesty?
	Yes	No	Unsure
Org	ganizational Needs A	Assessment and Imp	plementation
36.	Does the organizati	on conduct commu	nity needs assessments?
	Yes, how ofte	en?	Date last conducted:No

37.	Does the organi	zation analyze and u	se results of needs assessments to chart change and target services?
	Yes	No	Unsure
38.	Are the organiza	ation's programs and	services well defined and succinctly communicated?
	Yes	No	Unsure
	Does the organi		ontinuous Improvement chensive well-developed community assessment or evaluation system used and services?
	Yes	No	Unsure
40.	_	zation conduct regul and identify areas fo	ar community assessments of existing programs' effectiveness in meeting r improvement?
	Yes	No	Unsure
41.	Does the organi	zation collect data to	measure performance and progress on a continual basis?
	Yes	No	Unsure
42.	Is data analyzed report)	, used in program re	design and communicated to stakeholders on a regular basis? (e.g. annual
	Yes	No	Unsure
	tnership and Col Does the organi		partnerships with other groups?
	Yes	No	Unsure
	If yes, have the	partnerships led to n	nutually beneficial collaborations and measureable, impactful results?
	Yes	No	Unsure
	ink you for comp ditional comment		cant Readiness Self-Assessment!
Sig	nature of individu	ual completing assess	ment:
Dat	e completed:		

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