



## **Lancaster County Nonprofit Sustainability Standards**

The sustainability standards exist to ensure the Lancaster County Community Foundation is a good steward of philanthropic investments. The standards mirror ideal and ethical nonprofit organizational practices that keep the social sector relevant for community benefit. We encourage nonprofit organizations to seek certifications in their field of practice and focus our investments in organizations meeting the standards.

### **Mission and Community Benefit**

Standard 1: Organizational mission, vision and programmatic goals align with each other for community benefit.  
Looks like:

- Organization has a mission; it is reviewed every 3-5 years by the board of directors.
- Mission addresses an opportunity relevant to the well-being and vitality of the community.
- Operational plan outlines intended community impact.
- Current activities are consistent with the mission and long term vision of the organization.
- Staff time activities reflect the planned goals to achieve mission and is regularly reviewed.
- Consistent evaluation of organizational systems to achieve mission.
- Board of Directors participates in organizational evaluation.
- Strong executive staff leadership

### **Governance**

Standard 2: Board of Directors is active and representative of the community served.  
Looks like:

- Regular (at least 3 per year) board meetings with written and approved minutes.
- Board review and approval of annual operating budget and audit.
- Annual review of the Chief Executive Officer along with her/his compensation package.
- Written by-laws are practiced.
- Written conflict of interest, directors' compensation arrangement, whistle blower, personnel and client grievance (where appropriate) policies.
- Board of Directors works collaboratively with Chief Executive Officer.
- Directors and officers liability insurance is secured.
- Input is sought from individuals served.
- Fair and equitable volunteer recruitment process evidenced by the inclusion of various decision makers and participants based on ethnicity, sexuality, gender, ability, income level and education level.

### **Operational**

Standard 3: Organization abides by nonprofit rules and laws.  
Looks like:

- Balanced operating budget, budget managed for profit, with positive asset to liability ratio.
- Annual filing of IRS Form 990, audit or financial review conducted by a Certified Public Accountant and public posting of financial documents.
- Organization is registered with the Bureau of Charitable Organizations.
- Monitoring of legal and regulatory requirements.
- Written privacy policy.
- Fundraising and lobbying activities meet legal requirements.

- Organization promotes public participation and provides education aligned with mission.
- Fair and equitable human resource policies.
- Strong public support and strong relationships with local funding community.

## **Requirements Documents for the Sustainability Fund**

### **Mission and Community Benefit**

Standard 1: Organizational mission, vision and programmatic goals align with each other for community benefit.

Documents/Information:

- Operational Plan/Strategic Plan
- Development Plan
- Summary of leadership successes
- Community Impact Summary/Scorecard/Logic Model

### **Governance**

Standard 2: Board of Directors is active and representative of the community served.

Documents/Information:

- Date of most Recent By-Law review and changes
- Example Board minutes demonstrating BOD review of operational policies
- CEO Review Form
- Audit
- Organizational Chart
- Board Structure Chart/Board list
- Proof of Officers liability insurance

### **Operational**

Standard 3: Organization abides by nonprofit rules and laws.

Documents/Information:

- IRS Form 990
- BCO Registration
- In good standing with current awards from LCCF
- Operational Budget
- Personnel policies