



## AmeriCorps Readiness Self-Assessment

### Attachment 1 – Readiness Self-Assessment (New Applicants)

Serve Delaware  
2016 AmeriCorps State Grant Application

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

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

Completion of the assessment does not guarantee AmeriCorps funding through the Serve Delaware or the Corporation for National and Community Service. The Readiness Self-Assessment will be used by the Serve Delaware to determine if the organization is financially ready for an AmeriCorps Grant.

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#### Fundamental Questions:

Is your organization a public or private nonprofit organization - including labor organizations, faith-based and other community organizations; an institution of higher education; a government entity within the State of; an Indian Tribe; or a partnership or consortia?

Yes       No       Unsure

Does your organization's plan for utilizing AmeriCorps members address specific unmet community needs in the areas of education, healthy futures, environmental stewardship, veterans, economic opportunity, and/or disaster services?

Yes       No       Unsure

*If the answer to either of the above questions is "No" then your organization would not be eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members.*

Additionally you are ineligible if your organization is a 501 (c)(3) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

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Do your plans for utilizing AmeriCorps members call for members to provide service exclusively within the state of Delaware?

Yes       No       Unsure

*If the answer to the above question is "No" then your program would not be eligible to receive funding through Serve Delaware.* If the rest of the self-assessment is favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps National Direct



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grant. If your organization does apply directly to the Corporation for National and Community Service please contact the Serve Delaware for more information on submitting a multi-state/national consultation form.

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### Administrative Competencies:

Does your organization have a proven track record of establishing measurable outcomes for its programs?  
 Yes                       No                       Unsure

Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time & skill, financial expertise, and the ability to manage volunteers.  
 Yes                       No                       Unsure

Has your organization previously managed a major federal, state, or foundation grant?  
 Yes                       No                      If yes, attach grant numbers for the past two years.

Does your organization have formal internal controls governing all financial operations?  
 Yes                       No                       Unsure

Does your organization have sufficient cash on hand or credit to operate a major grant on a reimbursement basis? Both the Federal and State governments rarely, if ever, pay grant funds in advance.  
 Yes                       No                       Unsure

Has your organization been audited by a Certified Public Accounting firm within the past two years?  
 Yes                       No                      If yes, attach a copy of your most recent audit report.

*If you answered "No" to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program in. Serving as an AmeriCorps host site rather than as a primary grant applicant is often a better option for smaller organizations. Contact the Serve Delaware for more details.*

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### Mission Statement:

1. Does your organization have a clear written mission statement? (if no, skip to question 6)  
 Yes                       No                       Unsure

2. Do all organizational programs and efforts align with the mission?  
 Yes                       No                       Unsure

3. Has your organization said no to potentially good opportunities which are not consistent with the organization's mission?  
 Yes                       No                       Unsure

4. Is the mission understood by all stakeholders within the organization?



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\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

5. Is the mission frequently referred to (e.g. in planning sessions and other meetings)?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

### Governance & Operations:

6. Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

7. Does the organization have written policies and procedures, including a conflict of interest policy for employees and directors?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

8. Does your organization plan to use existing staff to manage the AmeriCorps program?

\_\_\_ Yes      \_\_\_ No      If yes, which position(s)? \_\_\_\_\_

### Strategic Planning:

9. Does your organization have a clear and coherent written strategic plan for the future i.e. 3-10 year strategic plan? (if no, skip to question 13)

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

10. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

11. Are the goals in the strategic plan well known and understood by the staff and board?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

12. Is the strategic plan made actionable by realistic and detailed annual plans that outline the specific work to be accomplished?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

13. Is this annual plan consistently used at all levels of the organization to guide operations?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure

14. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?

\_\_\_ Yes      \_\_\_ No      \_\_\_ Unsure



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### Financial Management:

15. Do you have a "job cost" or "fund based" accounting system?  
 Yes       No      Current system used: \_\_\_\_\_
16. If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?  
 Yes       No       Unsure
17. Is your organization's accounting system manual, automated, or a combination?  
 Manual       Automated       Combination
18. Are entries posted to the general ledger?  
 Daily       Weekly       Monthly  
 Unsure       Other (Please describe): \_\_\_\_\_
19. Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?  
 Yes       No       Unsure
20. Does your accounting system allow cash basis reporting and for the recording of "in-kind" contributions?  
 Yes       No       Unsure
21. Does the organization have a development/fundraising plan in place?  
 Yes       No       Unsure
22. Does the organization have plans to secure the financial and in-kind resources to meet required matches?  
 Yes       No       Unsure
23. Is your organization familiar with federal cost principles?  
 Yes       No       Unsure
24. Is your 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

### Technology:

25. Does every key staff member have access to a computer with up-to-date software, internet access, and e-mail capabilities?  
 Yes       No       Unsure
26. Is all staff competent and comfortable using their computer?



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Yes       No       Unsure

27. Is all staff able to find and use resources posted online?

Yes       No       Unsure

### Human Resources:

28. Does your organization have a well-planned process to recruit, develop, and retain the best employees in accordance with an equal opportunity environment?

Yes       No       Unsure

29. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?

Yes       No       Unsure

30. Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?

Yes       No       Unsure

31. Does the organization provide relevant and regular training for staff and board members?

Yes       No       Unsure

32. Are employee performance appraisals conducted on a consistent and fair basis?

Yes       No       Unsure

33. Does your organization have a well-planned process to recruit, develop, and retain volunteers?

Yes       No       Unsure

### Internal Controls:

34. Are the duties of the bookkeeper and record keeper separate from cash functions (receipts, deposits, check signing/releasing)?

Yes       No       Unsure

35. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

Yes       No       Unsure

36. Are purchase approval methods documented and communicated?

Yes       No       Unsure

37. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc.)?

Yes       No       Unsure



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38. Are employees who handle funds bonded against loss by reasons of fraud or dishonesty?  
 Yes       No       Unsure

### Organizational Needs Assessment and Implementation:

39. Does your organization conduct regular community needs assessments?  
 Yes       No      Date Last conducted: \_\_\_\_\_

40. Does your organization analyze and use the results of needs assessments to chart change?  
 Yes       No       Unsure

41. Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?  
 Yes       No       Unsure

42. Are your organization's programs and services well defined?  
 Yes       No       Unsure

43. Does your organization have the ability to close a program that is no longer needed or relevant?  
 Yes       No       Unsure

### Measuring Performance and Continual Improvement of Programs:

44. Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?  
 Yes       No       Unsure

45. Does your organization conduct regular community assessments of existing programs' effectiveness in meeting recipient needs and identify areas for improvement?  
 Yes       No       Unsure

46. Does your organization collect data to measure performance and progress on a continual basis?  
 Yes       No       Unsure

47. Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g. annual report)  
 Yes       No       Unsure

### Partnership and Collaboration:

48. Does your organization participate in partnerships with other groups?  
 Yes       No       Unsure



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49. Have these relationships led to mutually beneficial collaborations?

Yes       No       Unsure

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### Faith Based Organizations:

If the conditions below are not acceptable to your organization, Corporation for National and Community Service (CNCS) funding is probably not a good option:

- ✓ Participation in CNCS funded programs must be open to all who qualify, without regard to religious beliefs
  - ✓ CNCS funded programs cannot require members or participants to engage in religious activities
  - ✓ CNCS funded positions must not proselytize
  - ✓ CNCS funded programs must be held in a separate place or time from religious activities
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This document (Attachment B) must be submitted with your proposal packet to the Procurement Office by **11a.m. January 5, 2016** to be considered for an AmeriCorps Grant.

Serve Delaware will invite applicants with past experience (successful) and or a strong Readiness Self-Assessment, and who address CNCS Focus Areas and State Expectations to continue with the application process.

Print Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_