

## COMMUNITY FOUNDATION OF OTTAWA

### POLICY

---

#### **POLICY: ASSESSMENT OF NEW INITIATIVES – A Checklist**

##### **Preamble:**

The Community Foundation of Ottawa (CFO) is a grant-maker and does not normally run programs. However, on occasion, certain gaps appear or opportunities arise for the Foundation to become involved as participant, initiator and/or funder. Before doing so, the following considerations will be taken into account:

##### **CHECKLIST:**

1. Is it consistent with CFO's mission, values and current strategic priorities?
2. Is it an initiative for which there is a compelling and strategic need?
3. Is CFO the best organization to carry it out? Why?
4. Is there another organization, which could take this on?
5. What happens if this is not undertaken?
6. Have the human and financial resource implications for CFO been thoroughly examined?
7. Have the organizational impacts on CFO been assessed?
8. If the initiative requires the use of discretionary funds, would this have a significant adverse affect on CFO's regular granting program?
9. Have the potential risks been assessed, e.g. public relations, credibility, controls and outcomes?
10. If sustainability, independent of CFO, is an objective, is there a realistic plan and timeline to achieve it?
11. Should this project be weaned from CFO's involvement and, if so, what is the plan?
12. Has provision been made for a thorough assessment and evaluation?
13. How urgent is it?

**EFFECTIVE DATE:** June 19, 2001

**LAST REVISED OR REVIEWED:** February 2012

**SUBJECT TO REVIEW:** February 2017