Community Foundations of NZ - Transparency Guidelines

Being 'transparent' simply means being open and honest about what we do and how we work so we can clearly show how we are serving the public good.

These guidelines are based on those produced by Philanthropy NZ and adapted for a NZ community foundations context. In general, higher transparency is expected from larger, multi-staffed community foundations than from smaller, newly established community foundations.

The easiest way of making information transparently available is via your website.

Some of the guidelines refer to information that is available from the DIA website, and links to the appropriate pages at Charities Services can be a simple way of ensuring easy access to details like financial statements.

Members to note: Philanthropy NZ Transparency Guidelines and a self-assessment template are also available from www.philanthropy.org.nz/transparency-guidelines

Members of CFNZ agree to the following information being readily available:

	Funder Transparency Level 1 *Expected good practice for all CF's*	Funder Transparency Level 2 *Recommended good practice for larger funders*
General information	Contact information Vision/mission/purposes statement Key staff list Board member list	Staff and Board biographies
Governance and policies	Trust Deed/bylaws	Code of Ethics/Conduct Conflict of interest policies Board appointment process Committee terms of reference 'Whistle blower' procedures Executive compensation process
Grantmaking information	Grantmaking process Grantmaking strategy/criteria List or database of past grants	Grantee feedback mechanism Strategic plan Assessment of overall foundation performance Grantee surveys
Financial information	Financial statements	Financial metrics Investment policies

General Information

- *Contact information:* Are the following points of contact provided: telephone number, email/online contact form, and mailing address?
- *Vision / mission / purpose statement:* Is a mission or purpose statement available?
- *Key staff list:* Are the names of executives and programme staff available?
- *Key staff biographies:* Are biographies of executives and programme staff available?
- *Board member details:* Is a list of board members with biographies and affiliations available?

Governance and policies

- *Trust deed / bylaws:* Are the foundation's governing trust deed and other bylaws available?
- *Committee terms of reference:* Are the foundation's committee terms of reference or charters available?
- *Code of ethics /conduct:* Are policies guiding foundation staff ethics or conduct available, and do they include a procedure for reporting non-compliance?
- *Conflict of interest policies:* Is the conflict of interest policy available?
- *Board appointment process:* Does the foundation clearly specify the process for selecting and appointing board members and does the Foundation clearly state their volunteer status?

Staffing policies

- *Whistle-blower procedures:* Is a policy regarding the reporting of financial improprieties or other misconduct available?
- *Executive compensation process:* Is the process used to determine executive compensation described?

Grantmaking information

- *Grantmaking process:* Is there a description provided explaining how the foundation selects its grantees (application process or pre-selection)?
- *Grantmaking strategy / criteria:* Are the foundation's grantmaking priorities, criteria or strategy outlined?
- *List or database of past grants:* Is there a searchable database of past grants or a grants list categorised by programme area? (Note: A grants list is accepted for foundations with fewer than 200 grants per year. A grants list should include—subject to any confidentiality requirements— recipient name, grant amount, and recipient location information.)

Performance measurement

- *Assessment of overall foundation performance:* Is there a comprehensive assessment of overall foundation performance and effectiveness that measures progress toward institutional mission and goals?
- *Grantee feedback mechanism:* Is there an online mechanism in place so that grantees can regularly provide the foundation with feedback?
- *Grantee surveys:* Has the foundation conducted a periodic survey of its grantees and shared the results publicly?
- *Strategic plan:* Is information readily available that explains how the foundation defines its overall strategy, direction and priority setting?

Financial information

- *Financial statements:* Are the most recent financial statements, compliant with applicable financial reporting standards, available? (Audited for all larger foundations.)
- *Financial metrics:* Does the foundation make key metrics available, particularly grants as a % of capital and operating expenses as a % of total expenses? Also % of applications fully funded, part-funded, declined?
- *Investment policies:* Are policy statements about how the foundation invests its endowment provided?
- *Financial disclosure:* Are the level of endowments, pass through and admin funds clearly reported?