



Diversity, Equity and Inclusion Self-Assessment Checklist

Indicator	Not Yet started	Ready to Start	Launched	Well on the Way	Exemplary
1 Has the organisation made an expressed commitment to DEI?					
a. Vision and mission statements that include an expressed commitment to DEI					
b. Incorporation of DEI into strategic plan with performance measures					
c. Appreciation for how the dimensions of diversity intersect/interact					
2 Has it authorised DEI in organizational policy?					
a. Policy for board diversity					
b. Policy for staff diversity (e.g., recruitment, retention, benefits)					
c. Policy for investment advisor diversity					
d. Policy for vendor diversity					
e. Policy for asset investment to support DEI/do no harm					
f. Grantmaking policy that expects all grantees to address DEI effectively					
3 Has it implemented DEI practices in its operations?					
a. Active inclusion of diverse members on the board (e.g., key committee assignments, capitalising on diverse member strengths and networks)					
b. Efforts to create a pipeline of increasingly diverse potential board members					
c. Active inclusion of diverse members on the staff (e.g., key assignments, capitalising on diverse staff strengths and networks)					
d. Efforts to create a pipeline of increasingly diverse potential staff members					
e. Support for internal affinity groups (e.g., meeting time and space, incorporation of views into organisational decision making) — most relevant to larger organisations					

f. Active inclusion of diverse members on the investment advisory team (e.g., key responsibilities, capitalising on diverse member strengths and networks)					
g. Diversification of donors (public and community foundations)					
h. Active inclusion of diverse vendors (e.g., quicker reimbursement schedule for less-capitalised vendors)					
i. Efforts that expand the pipeline for greater diversity among investment advisors and vendors					
j. Systematic processes for board, staff, advisors, vendors to become DEI-informed and competent (e.g., orientations, training)					
k. Grant payment processes that recognize that grantees are differently situated financially					
4 Has it implemented DEI practices in grantmaking/other programmatic areas?					
a. Grantmaking that systematically accesses the perspectives of diverse grantees and constituent groups (e.g., annual consultative sessions with diverse groups)					
b. Grantmaking that comprehends the ways in which DEI inequities are produced and maintained (e.g., utilises a theory of change that identifies specific causes of inequities and strategic intervention points)					
c. Grantmaking that appreciates how the various dimensions of diversity intersect/interact					
d. Grantmaking that includes specific investment strategies around DEI that address individual, institutional, and structural barriers					
e. Grantmaking that funds the advancement of diverse programmatic leadership					
f. Grantmaking that incorporates the grantee's ability to advance DEI into funding decisions					
g. Grantmaking that builds capacity where needed to enable grantees to advance DEI effectively					
h. Grantmaking that appreciates the ways in which various potential grantees are differentially situated because of the legacy of discrimination (e.g., invests in historically undercapitalised organizations that have deep reach and respect in diverse communities)					
i. Grantmaking that funds capacity-building for differently situated groups					

j. Organisational advocacy/use of civic capital to advance equitable mission-relevant outcomes					
k. Systematic collection, disaggregation, and publication of data on diversity in grantmaking					
5 Does it utilise accountability mechanisms to monitor DEI?					
a. Systematic collection, disaggregation, and publication of data on board, staff, advisor, vendor, grantee diversity					
b. Analysis of above data to understand how to close gaps where disparities appear					
c. Systematic application of an impact analysis to all key operational decisions					
d. Systematic application of an impact analysis to all key programmatic decisions					
e. Routine assessment of communications and products for appropriate messaging					
f. Mechanisms for senior management accountability for DEI performance					
g. Mechanisms for staff accountability for DEI performance					
h. Senior staffing dedicated to DEI (most relevant in larger organizations)					
i. Mechanisms for investment advisor and vendor accountability for DEI performance					
j. Mechanisms for grantee accountability for DEI performance					
k. Incorporation of commitment, policy, procedures, performance expectations into new staff/board/vendor/advisor/grantee orientation					

(Adapted from the D5 Coalition Checklist)