

EMAIL NOTIFICATION TO GRANTEE REGARDING Z. SMITH REYNOLDS FOUNDATION CONCERNS OF DIVERSITY

Organization Name
Contact Person

Dear Mr./Mrs. XYZ

In my recent email, I was pleased to pass on the news of your grant award from the Z. Smith Reynolds Foundation. As you may know, the Foundation actively seeks to promote access, equity, and inclusiveness through our grantmaking. In reviewing your recent grant request with these goals in mind, our Trustees were concerned to note that the governing board of your organization does not reasonably reflect the racial composition of the area that your organization serves. As a result, the Z. Smith Reynolds Foundation Trustees request that you share your plans to increase the racial diversity of your organization's Board of Directors with Foundation staff.

This request reflects the belief that organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in activities of an organization and its decision-making processes. The governance and operation of your organization is, of course, entirely within your control and sound judgment. This issue is, however, of such importance to the Foundation that it wants to be sure that its grantees are working to develop inclusive leadership. In fact, the Foundation is so committed to these principles that it reserves the right to decline proposals from organizations that do not make reasonable progress toward board diversity.

The following are a series of action steps to be taken when Foundation Trustees find that the racial diversity of a grantee organization's governing board is not reflective of the geographic area served by the organization:

- The Foundation will notify the Grantee via email indicating concern over the lack of racial diversity of its board and will provide a Diversity Plan Form in its online account. See below for instructions to access your online account. On the Diversity Plan Form, the organization is to respond with a written plan detailing how it intends to address the issue of board diversity including a reasonable timeline for achieving the organization's diversity goals.
- If the organization, in good faith, determines that it will take more than one year for its governing board to become appropriately representative, then the plan must set out what steps the organization will take in the interim to be inclusive and to take into account the views and needs of diverse communities while it is implementing its diversity plan.
- Grant funds will not be disbursed until the written plan is submitted to the Foundation and approved by the Executive Director or her designee. The Executive Director will report to the Board of Trustees a list of organizations requested to submit a written plan.

To Access Your Online Grant Account:

- From our website at www.zsr.org, under the For Grantees tab, select the link to log into your account.
- Enter the same email and password used when completing your grant application.
- Select Requirements in the top left-hand corner. The required forms for completion will be listed.
- Open the Diversity Plan Form.
- Complete the form.
- Submit Diversity Plan Form.

For your reference, a description of ZSR's vision on diversity and inclusiveness, our diversity policy, along with a list of guiding questions for non-profit leaders who seek to advance racial diversity in their organizations, are included on our website at www.zsr.org under About, Our Vision. Foundation staff is also available to help you as you think through how to enhance the diversity of your organization. If you have any questions, please contact staff at 800-443-8319 to discuss the Trustees' decision with you.

Sincerely,
Leslie J. Winner

Z. Smith Reynolds FOUNDATION

1 Diversity Plan Form

2 Attachments

3 Review My Requirement

Diversity Plan Form

Printer Friendly Version | E-mail Draft

* Required before final submission

For more information about the Foundation's diversity policy, go to our website www.zsr.org under *About, Our Vision*.

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Organization Name

Address

City State Postal Code
 <None>

Date Grant Awarded: Total Amount of Grant:

Title of Project:

*
Today's Date: 

In determining an acceptable level of organizational board diversity, the Foundation will look at the geographical area that the organization purports to serve. The expectation is that the organization will make reasonable efforts to have a governing board that reflects the racial and ethnic make-up of the geographic area it serves.

The following are a series of action steps to be taken by the Foundation when the governing board of a grantee organization does not have a racially/ethnically diverse governing board that is reflective of the geographic area served by the organization.

- A. The Foundation will notify the Grantee via email indicating concern over the lack of racial diversity of its board and will provide a Diversity Plan Form in its online account. The Foundation believes that racial diversity on an organization's board is valuable to its growth and success. On the Diversity Plan Form, the organization is to respond with a written plan detailing how it intends to address the issue of board diversity including a reasonable timeline for achieving the organization's diversity goal.
- B. If the organization, in good faith, determines that it will take more than one year for its governing board to become appropriately representative, then the organization's plan must set out what steps the organization will take in the interim to be inclusive and to take into account the views and needs of diverse communities while it is implementing its diversity plan.
- C. Grant funds will not be disbursed until the written plan is submitted to the Foundation and approved by the Executive Director or the Executive Director's designee. The Executive Director will report to the Board of Trustees a list of organizations requested to submit a written plan.

1. Describe your organization's plan to increase its board's racial and ethnic diversity to become representative of the area it serves. ✓

***2. If you have additional information to substantiate your diversity plan, please upload on the Attachments Page.**



- 1 Diversity Plan Form
- 2 Attachments
- 3 Review My Requirement

Attachments

Printer Friendly Version | E-mail Draft

Please upload any additional information to substantiate your diversity plan below:

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title:

File Name:

