

# Z. Smith Reynolds FOUNDATION

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## Diversity Plan Form

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\* Required before final submission

For more information about the Foundation's diversity policy, go to our website at [Diversity and Inclusiveness](#).

\* Organization Name

Address

City      State      Postal Code  
            <None>

Date Grant Awarded:      Total Amount of Grant:      Grant's Timeframe

Title of Project:

\* Today's Date:



### Instructions:

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.

1. 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 recognizes that a first step towards racial equity is ensuring that organizations we support have a governing board that reasonably reflects the racial composition of the area that your organization serves. 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 (please see components included in the Diversity Plan below.)
2. 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.
3. 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.

### Question 1.

\* Describe your organization's plan to increase its board's racial and ethnic diversity to become representative of the area it serves. Please include the following components in your Diversity Plan.

- I identify and state Board Diversity Objectives.
  - a. Include Goals and Action Steps for each Objective.

- b. Include benchmarks (where appropriate) and timelines for measuring progress for each Objective.  
 c. List the designated staff/board person responsible for each Objective, Goal, or Action Step.

**Example\* of Board Diversity Objective:**

+ **Objective:** Create and maintain diversity as well as a culture of inclusion on the Board (Executive Director & Board Chair, Ongoing)

- **Goal:** Evaluate current board members' readiness to diversify the board and operate in a more inclusive manner (Executive Director, By June 2019)
  1. **Action Step 1:** Develop a survey to collect and analyze board members' current views related to diversity and inclusiveness (Staff & Board Members, By March 2019)
  2. **Action Step 2:** Use results of survey to facilitate a discussion at the next board meeting regarding the board's overall view regarding diversity and inclusion (Staff & Board Members, By May 2019)

+ Consider how these Objectives, Goals and Actions Steps require internal or external work.

- **Internal Example\*:** Increase staff and board awareness of structural racism through a racial equity training.
- **External Example\*:** Create a targeted outreach plan to diverse communities and leaders in order to build recruitment base.

+ Consider how these Objectives, Goals and Action Steps reflect short-term or long-term Diversity, Equity, and Inclusion efforts.

- **Short-term Example\*:** Add two board members of color by designated date.
- **Long-term Example\*:** Perform a racial equity audit to understand how organizational culture, board requirements, or recruitment processes may present challenges to diversifying the organization's board.

\*Note: The examples provided are only for illustration purposes and are not meant to prescribe any particular action steps the Foundation is expecting the organization to take.

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**Question 2.**

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

Save & Finish Later

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**Attachments**

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**Attachments**

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

**Upload**

The maximum size for all attachments combined is 1,024 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:

