

Grantmaking Practices Checklist Incorporating Diversity, Equity, and Inclusion

The following checklist provides sample criteria to consider in grantmaking for *[list agency grant program here]*. These criteria address values and priorities in grantmaking opportunities, as questions for applicants to answer, and in the grant review evaluation and scoring process of applicant responses.

This checklist incorporates the framework for diversity and inclusion within [Policy 08-02](#) and [Policy 08-03](#).

Programmatic Criteria

- ☐ What actions will the grant applicant take to increase the participation of and successful outcomes for *[list/select diverse population(s) from options referenced in Policy 08-02]*?
- ☐ If applicable, how does the program currently serve *[list/select diverse population(s) from options referenced in Policy 08-02 the agency has identified in the grant opportunity]*?
- ☐ If the program does not currently serve *[list/select diverse population(s) from options referenced in Policy 08-02]*, what outreach steps will the program take to serve *[list/select diverse population(s) agencies has chosen here]*?

Organizational Criteria

- ☐ Does the grant applicant's organization have equity, diversity, and inclusion embedded into their mission statement, values and/or strategic plan?
- ☐ Do the grant applicant organization's employment practices promote diversity, inclusion, and equity?
 - Composition of staff leadership
 - If applicable, composition of governing board
 - Does the organization offer professional development on diversity, inclusion, and equity training to staff and leadership?
- ☐ Do the organization's contracting practices promote diversity and inclusion? (e.g., does the organization utilize targeted businesses whenever possible?)

Review Process

This section identifies options to ensure that the state agency grant review processes incorporate diversity and inclusion.

- ☐ Ensuring diversity of reviewers
- ☐ Ensuring the scoring has weighted criteria identifying measurable diversity, equity, and inclusion in grant outcomes and/or grantee performance

- ☐ Pursuing additional methods to reach potential applicants:
 - What is the plan to target communities and parts of the state that haven't historically participated in the grant application process?
- ☐ Regularly reviewing applications and requirements to ensure that applications are not needlessly complicated and only ask for what is actually needed. (e.g., are application requirements creating unnecessary barriers for smaller community-based organizations for receiving grants?)
- ☐ Providing clear instructions through webinars, conference calls, and Frequently Asked Questions to support a broad and diverse applicant pool in the grant application process

Review Process Best Practice and Phased Implementation

- ☐ Providing funds specifically for capacity building whenever grant funding source allows
- ☐ Tracking the diversity of applicant pools vs. grantee pools. (e.g., are organizations led by people of color more or less likely to receive a grant?)

Cultural Agility

The concept of cultural agility, as developed by the Council for Minnesotans of African Heritage, means that an institution employs individuals and entities with cultural and linguistic competence to diversify an institution's professional base, so that the institution exhibits congruent behaviors, attitudes, and policies to work effectively in cross-cultural situations, with diverse communities, to reduce institutional bias and discrimination.

"Culture" refers to integrated patterns of human behavior that includes the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups.

"Competence" implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities. Cultural agility recognizes and helps ensure that cultural competence must be standard practice and that those desiring culturally-specific services have such services available.