

## **YOURCAUSE/ BLACKBAUD GIVING FUND INTERNATIONAL VETTING (EQUIVALENCY DETERMINATION VETTING)**

### **What is Equivalency Determination Vetting?**

- **Equivalency determination (ED) is a process by which a U.S. grantmaker evaluates whether an intended foreign grantee is the equivalent of a U.S. public charity. The grantmaker must collect a set of detailed information about the grantee's operations and finances and make a reasonable determination of its equivalency.**

### **What is the cost for International ED vetting for new NGO's?**

- **If YourCause is performing bulk “transitional” vetting, whereby an Implementing client requests to vet more than 5 NGOs as part of their migration, clients will incur a \$100 fee per org and the requested organizations will be prioritized ahead of ad-hoc requests. (for Implementing clients)**
- **More than 5 NGO requests by a client administrator through the Wufoo form (<https://yourcause2010.wufoo.com/forms/yc-intl-vetting-request-form-client/>) within a 30-day time period will incur a \$100 fee. All client-administrator requests will supersede employee requests.**
- **Employee requests through the regular ‘Suggest a New Org’ form will not incur any additional fees, regardless of volume. These are managed on a first come, first serve basis.**

### **What is the cost for re-vetting the NGO's?**

- **No cost, but we will only peruse the re-vetting of organizations that have giving or volunteering engagement attached to them.**

### **How long does it take for an NGO to be approved?**

- **Estimated time from first outreach to final approval is 90 days.**
- **It will depend on the responsiveness from the organization but once all documents and information has been submitted and reviewed the application is sent over to legal for final QTP (qualified tax practitioner) review.**

### **How long does the ED vetting approval last?**

- **2 years depending on most recent audited financial report provided**

### **When will the re-vetting process start for ED?**

- **3 months prior to the renewal date**

**How many outreach attempts will YC do to get the NGO's to submit the Vetting and/or Renewal application?**

- **3 email outreaches over 30 days**

**What are the ED vetting requirements for the NGO's?**

**NGO must complete application process to include:**

- <https://yourcause.submittable.com>**
- Legal Name**
- Official Contact Information**
- Charitable Mission and Purpose**
- List of Board Members and Key Employees (YC provides template to upload)**
- Formation Date and Location**
- Official Government Registrations Document (English translation required)**
- Bylaws and Governing Documents (English translation required)**
- Statutory Laws (English translation required)**
- In-country registration number**
- Affirmation of US Federal Compliance Patriot Act**
- Affirmation of Non-Religious Program Support**
- Affirmation of Affiliation (not political, fraternal, veteran, sectarian, or service (honor society/professional association) organizations)**
- Financial Information to include budget, revenue, expense, assets, liabilities, fiscal year, local currency**
- Banking Information**
- Annual Report (English translation required)**
- Audited Financial Statements (English translation required)**
- Dissolution Clause**
- Affidavit and Public Support Test (YC provides these documents that must be filled out and uploaded into application)**
- Organization must be established for a full 5 years to be eligible. The Public Support Test requires 5 years of financial data.**

**YourCause actions/responsibilities:**

- Review application and all documents provided by NGO**
- OFAC screening (LexisNexis Bridger Insight) to pass all watch lists and sanctions lists**
- Organization Name**
- Board Members and Key Employee**
- Banking Institute**
- Negative Media Screening**
- Political and Lobbying Screening**
- Fiscally Sponsored or Government Sponsored Screening**

- ❑ **Full Financial review**

**What are the ED re-vetting requirements for the NGO's?**

**Completion of the Renewal application by the NGO to include:**

- ❑ **Organization Information**
- ❑ **List of Board Members and Key Employees (YC provides template to upload)**
- ❑ **Certificate, Affidavit, and Public Support Test (YC provides these documents that must be filled out and uploaded into application)**
- ❑ **Annual Report**
- ❑ **Financial Statements**

**YourCause actions/responsibilities:**

- ❑ **Review application and all documents provided by NGO**
- ❑ **OFAC screening (LexisNexis Bridger Insight) to pass all watch lists and sanctions lists**
- ❑ **Organization Name**
- ❑ **Board Members and Key Employee**
- ❑ **Banking Institute**
- ❑ **Negative Media Screening**
- ❑ **Political and Lobbying Screening**
- ❑ **Fiscally Sponsored or Government Sponsored Screening**
- ❑ **Full Financial review**

**How do clients suggest new organizations to be vetted?**

**Client submits through Wufoo form:**

- ❑ **<https://yourcause2010.wufoo.com/forms/yc-intl-vetting-request-form-client/>**
- ❑ **Client submissions will be considered escalations and managed before employee requests.**
- ❑ **No charge up to 5 submissions per month. Then there will be a \$100 fee per request.**

**How do employees suggest new organizations to be vetted?**

- **Employees submit through the employee 'Suggest a New Organization' form located in client communities or through the Request Vetting function through Giving.**

**How will employee suggestions be managed?**

- **Suggest A New Organization forms come to the Customer Advocacy team and they send out the initial communications to the organizations.**
- **The vetting process will start and all information will be tracked on the bi-weekly international vetting update file.**

**How will status updates be managed for vetting requests?**

- **A biweekly International Vetting update that is sent to account managers**

- **Once organization has been approved, it will reflect as Eligible in the community.**
- **For employees that initiated a donation and vetting request through the give flow, an automated email will go out once the organization has been approved.**