

Due Diligence Process

1. Pre-contact research
 - a. Review of publicly available documents
 - b. Feedback from outside parties, e.g. funders, industry experts, contacted to get initial assessments
 - c. Local market interviews to assess demand for the NPO's type of program and reaction to the particular NPO

2. Initial CEO/Executive Director conversation
 - a. Gain additional information on the NPO's social impact objectives, program, organization and growth plans
 - b. Provide the NPO with a better of understanding of GPN (process, business model, etc.)

3. Document request list sent to organization to obtain information that was not available publicly:
 - a. Business and Strategic Plans
 - b. Research Reports
 - c. Organization chart
 - d. Financial Statements and Budgets
 - e. Codification/description of program
 - f. Policies and procedures, By-laws

4. Preliminary Assessment
 - a. Evaluate materials and information collected to-date and assess which areas require further investigation
 - b. Compare NPO's results to industry data
 - c. Review opportunities with outside experts and advisors for feedback.
 - d. Determine whether enough information has been obtained to conclude that the NPO is not a suitable candidate for GPN:
 - Do they provide sufficient social impact?
 - Are they financially stable?
 - Are they not sufficiently committed to growth?

If it is clear that the NPO is not a good fit, terminate the process at this point.

5. Interview with key members of NPO's Board of Directors
 - a. Ensure they have a good understanding of GPN
 - b. Understand whether they are committed to growth of the organization
 - c. Evaluate the Board's level of commitment to the organization, i.e. willing to give time, financial resources, etc.

6. Visit NPO headquarters
 - a. Schedule meetings with CEO, COO, Program Director, CFO, Director of Development, and other key staff to cover areas critical to GPN's assessment
 - b. Conduct detailed interviews with 2 GPN staff present.

7. Site visit
 - a. Perform program site visits to observe the NPO's program in action
 - b. Interview the director of the site as well as program participants, staff and local funders.

8. GPN Final Assessment
 - a. Review findings from interviews, site visits and integrate with other research.
 - b. Discuss how initial concerns have been resolved and any new areas of concern
 - c. Determine gaps in our knowledge and follow-up

9. Final meeting with Executive Director/ Key Personnel
 - a. Report findings and assessments to the NPO's executives. Emphasize "lessons learned."

- b. Determine next steps. Possibilities include:
 - i. Partnering – primary level engagement
 - ii. Partnering – secondary level engagement
 - iii. Future partnering
 - iv. Other ways for GPN to assist organization