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 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

GPN Due Diligence Process