

# Diversity, Equity and Inclusion Audit Template

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## DEI Audit Scorecard Template

### Overview

This DEI Audit Scorecard has been developed as a template to help environmental funders advance Diversity, Equity and Inclusion in their work. The scorecard was adapted from several models that have been used to evaluate DEI for foundations, environmental organizations and organizations from other sectors. The scorecard includes 31 actions divided across the following eight objectives:

1. Authorizing Environment
2. Hiring, Promotion and Tenure
3. Contracting and Investing
4. Training and Internal Culture
5. Grantmaking Program Design
6. Funding Priorities
7. Philanthropic Leadership
8. Data Tracking, Analysis and Reporting

### Gathering Data for Evaluation

When using the scorecard, evaluators may look to several different sources of information about the organization's policies, practices, data collection and tracking, and outcomes. These sources include, but are not limited to:

- Document review (e.g. policy documents, strategic or organizational plans, grant-making documents, data analysis and reporting)
- Engagement with staff, board members or grantees (e.g., interviews, facilitated group dialogues, surveys)

### How to Use the Scorecard

The DEI Audit Scorecard evaluates DEI Actions using the following two scales:

<i>Status (have the actions been taken?)</i>	<i>Assessment (what is the quality of the actions?)</i>
No	1 – Not yet meeting goals
Partially	2 – Achieving goals
Yes	3 – Exceeding goals

An assessment score of 1 represents an area where improvement is needed to achieve DEI goals. An assessment score of 2 represents a positive assessment that the organization is consistently meeting the DEI goals set for that action, though there still may be areas for improvement. An assessment score of 3 represents a practice that stands out as new, innovative and worthy of investing resources in modeling for others in the field. The assessment also includes written findings supporting the scores with recommendations for improvement where needed.

Using this assessment method, it is not necessarily the goal for an organization to aim for a score of 3 in all categories. A score of 2 represents a positive baseline score that indicates the organization is performing well in achieving DEI goals.

### *Note on the Term "Other Underrepresented Groups"*

The groups that an organization prioritizes for expanding representation may be dependent on the relevant grant-making field and may also shift and change over time as a field evolves. The term "other underrepresented groups" is used throughout the scorecard to give the actions in this scorecard relevance to foundations who work in a variety of fields as well as flexibility over time as a foundation's priorities evolve in response to changes in the field.

DEI Audit Scorecard

Objectives and Actions	Status			Assessment			Findings and Recommendations
	N	P	Y	1	2	3	
<b>Objective 1. Authorizing Environment</b>							
<i>1.1 Adopt and disseminate a clear DEI statement or policy.</i>							
<i>1.2 Adopt an organizational DEI Plan and assess progress on the plan.</i>							
<i>1.3 Include DEI measures in the performance goals for the CEO and other senior and mid-level managers.</i>							
<i>1.4 Create a Board-level Diversity or DEI Committee or equivalent</i>							
<b>Objective 2. Hiring, Promotion and Tenure</b>							
<i>2.1 Adopt personnel policies and procedures to promote DEI in hiring, promotion and tenure.</i>							
<i>2.2 Conduct proactive outreach and recruitment to increase representation of people of color and other underrepresented groups across board, management, staff and intern positions.</i>							
<i>2.3 Include people of color and other underrepresented groups in hiring and promotion committees.</i>							
<i>2.4 Seek opportunities to provide professional development, promote and retain people of color and other underrepresented groups across board, management, staff and intern positions.</i>							
<b>Objective 3. Contracting and Investing</b>							
<i>3.1 Adopt policies and practices that promote DEI in contracting and consulting.</i>							
<i>3.2 Adopt practices to ensure socially responsible investments and DEI best practices among investment managers.</i>							
<b>Objective 4. Training and Internal Culture</b>							
<i>4.1 Conduct staff and board training on DEI and racial equity issues.</i>							
<i>4.2 Ensure staff and board support the DEI policy as integral to achieving the mission of the organization.</i>							
<i>4.3 Regularly include DEI considerations in daily operations and decision-making at the staff and board levels.</i>							
<i>4.4 Ensure board, management and staff have the skills and tools needed to advance DEI.</i>							
<b>Objective 5. Grantmaking Program Design</b>							
<i>5.1 Seek input from external audiences on the value and implementation of DEI in grant-making.</i>							

Objectives and Actions	Status			Assessment			Findings and Recommendations
	N	P	Y	1	2	3	
<i>5.2 Develop DEI criteria to be used in grant evaluation and targets.</i>							
<i>5.3 Explicitly include DEI criteria in grant evaluation and targets.</i>							
<i>5.4 Provide outreach and grant-management training to organizations run by and primarily serving communities of color and/or other underrepresented communities.</i>							
<i>5.5 Ensure grant review committees include people of color and other underrepresented groups.</i>							
<b>Objective 6. Funding Outcomes</b>							
<i>6.1 Promote non-discriminatory policies among applicant/grantee organizations.</i>							
<i>6.2 Fund organizations that engage people of color or other underrepresented groups.</i>							
<i>6.3 Fund organizations led or staffed by people of color or other underrepresented groups.</i>							
<i>6.4 Incentivize and/or require organizations to increase DEI in their organizational practices.</i>							
<i>6.5 Incentivize projects that align environmental investments with community needs.</i>							
<b>Objective 7. Philanthropic Leadership</b>							
<i>7.1 Ensure communication materials are culturally accessible; promote DEI goals and reflect people of color and other underrepresented groups.</i>							
<i>7.2 Collaborate with philanthropy peers to develop and implement standardized DEI indicators for applicant/grantee organizations.</i>							
<i>7.3 Evaluate and disseminate best practices regarding increasing DEI in environmental philanthropy, and support adoption of best practices by peer foundations.</i>							
<b>Objective 8. Data Tracking, Analysis and Reporting</b>							
<i>8.1 Track, analyze and report on the diversity of the board (and other appointed advisory groups as relevant), management, staff and interns.</i>							
<i>8.2 Track, analyze and report on the diversity of contractors and consultants.</i>							
<i>8.3 Track, analyze and report on engagement of people of color or other underrepresented groups through funded projects.</i>							
<i>8.4 Track, analyze and report on investments in organizations led or staffed by people of color or other underrepresented groups through funded projects.</i>							