



Membership Policy

I. Overview

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) seeks to create safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking. In order to accomplish this mission, the NHCADSV has member programs who are dedicated to providing services to victims (both primary and secondary) and to the community at large. The NHCADSV's board of directors, staff and member programs work together to influence public policy on the local, state and national levels; ensure that quality services are provided to victims; promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; and work to prevent violence and abuse before they occur.

The membership process has been developed to assure that member programs within the NHCADSV provide a consistent standard of service that is unduplicated within their community. This process also assures that funding that is received for services from federal, state, and other resources is fairly allocated to programs that are providing these services to their communities. These funds are not allocated to programs unless they are full members of the NHCADSV.

II. Benefits of Membership

The benefits of membership include, but are not limited to:

- allocation and monitoring of federal, state, and other funds for victim services;
- statewide awareness raising;
- ongoing technical assistance and support;
- specialized training and resources;
- shared learning and peer support;
- dissemination of best practices and current resources; and
- statewide collaboration with allied organizations including legal assistance organizations, child protective services, child advocacy centers and others.

In addition, member programs have the benefit of the NHCADSV's advocacy on the state and national level, including but not limited to:

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- working with the state government to create and defend effective laws and policies to support victims;
- providing leadership in national organizations to promote funding, laws and policies to benefit victims; and
- participating on statewide boards and commissions to advocate for effective responses to victims.

Member programs also receive a seat on the Participating Member Council.

III. Membership Requirements

A. To be eligible for consideration for membership, the applicant must:

- 1) be a private, not-for-profit, non-governmental 501(c)(3) organization that meets the criteria set forth in the New Hampshire Nonprofit Checklist (available in the New Hampshire Center for Nonprofits' online resource center – <http://www.nhnonprofits.org/content/nh-nonprofit-checklist>), or be a program of such an organization (member programs funded by the NHCADSV prior to the adoption of this policy are exempt from this requirement);
- 2) have a mission describing the provision of domestic and sexual violence and stalking services; and
- 3) currently meet the requirements of the NHCADSV Program Standards for delivering services or have a reasonable plan with a timeline for how these requirements will be met.

B. If the applicant is located in the catchment/geographic service region of an existing member program, the applicant must also establish that acceptance of the applicant will not result in any duplication of services within the geographical area in which it is providing services. This requirement may be waived if the NHCADSV determines that an underserved population will be better served by an organization with special programming in that geographical area; the applicant must present a strong case for its ability to meet the underserved population's needs. Member programs funded by the NHCADSV prior to the adoption of this policy are exempt from this requirement.

IV. Application Procedure

A. When an applicant contacts the NHCADSV for membership information, the NHCADSV staff will ask the applicant to submit a completed Letter of Intent (LOI). The applicant must submit a LOI that includes:

- 1) The organization name and location(s);
- 2) The organization's mission and/or vision statement;
- 3) The scope of services currently provided by the organization;
- 4) The proposed geographical service area;

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- 5) A Certificate of Good Standing from the NH Secretary of State's Office issued within 12 months prior to the LOI;
 - 6) A copy of the most recent Annual Report filed with the Charitable Trust Division of the NH Attorney General's Office; and
 - 7) A copy of the organization's IRS 501 (c) (3) determination letter.
- B. Within 60 days of receiving the LOI, the NHCADSV board of directors will review the LOI and determine whether the applicant is eligible to apply for membership in the NHCADSV.
- C. If the NHCADSV board of directors determines that the applicant is eligible to apply for membership in the NHCADSV, NHCADSV staff will send an application packet to the applicant with a deadline for submission of the application.
- D. The applicant must submit a completed application with a non-refundable application fee of \$500 derived from unrestricted funds, which will be credited towards the applicant's first annual dues if the applicant is accepted as a member. The payment of this fee is not required of member programs funded by the NHCADSV prior to the adoption of this policy.
- E. Completed applications will be accepted only between August 1 and October 1 of each year and will be considered for membership in the following fiscal year.

V. Application

- A. The NHCADSV will send the following documents to an applicant that is deemed by the NHCADSV board of directors to be eligible to apply for membership:
- 1) Application Form;
 - 2) The NHCADSV Membership Policy;
 - 3) The NHCADSV PMC Meeting Agreements;
 - 4) Information about the NHCADSV funding formulas;
 - 5) The NHCADSV Non-Competitive Funding Agreement; and
 - 6) The NHCADSV Program Standards and Monitoring Checklist.
- B. The applicant will submit the following documentation as part of its application:
- 1) Cover letter and completed application form;
 - 2) A completed NH Nonprofit Checklist (obtained from the NH Center for NonProfits);
 - 3) The applicant's current operating budget;
 - 4) Copies of the most recently completed audit and IRS form 990;
 - 5) A list of the members of the applicant's board of directors or that of the umbrella organization;
 - 6) Completed Program Standards Monitoring Checklist;
 - 7) Any requests for a waiver of services, if desired;
 - 8) Proposal for how the NHCADSV Program Standards will be met if the applicant is not currently compliant;
 - 9) Organizational chart;
 - 10) At least three letters of support from other agencies or organizations in the geographic area who support the mission of the applicant; and

11) Non-refundable application fee of \$500.00.

- C. If the applicant is a part of an umbrella organization, it will also submit the following documentation:
- 1) Guarantee from umbrella organization of an administrative fee of 15% or lower; and
 - 2) A letter of agreement that stipulates that the umbrella organization will have at least one member of its board of directors who represents the interests of the applicant and is knowledgeable of the issues of domestic violence and sexual assault.

The applicant will submit the application to the Executive Director of the NHCADSV.

VI. Compliance with the NHCADSV Program Standards

- A. Within 30 days of receipt of the application, the NHCADSV staff will schedule an on-site review of the applicant's program to determine the current level of compliance with the NHCADSV Program Standards.
- B. Within 30 days of the site review, the NHCADSV staff will provide a written report to the applicant either indicating that the applicant is in full compliance with the NHCADSV Program Standards or detailing areas in which the applicant is not in compliance with the NHCADSV Program Standards.
- C. Within 30 days of receiving a written report indicating that the applicant is not in compliance with the NHCADSV Program Standards, the applicant will submit a proposal, including a timeline, for coming into compliance with the NHCADSV Program Standards and/or a request that the requirement to provide a specific service be waived. To receive a waiver, the applicant must show either:
 - 1) community or cultural standards that preclude the need for the service, or
 - 2) the need for this service is already met by an existing domestic violence or sexual assault service provider in the geographic area.
- D. The NHCADSV staff will prepare a report to the NHCADSV board of directors containing recommendations based on the site visit and any technical assistance provided to the applicant. This report will be presented to the NHCADSV board of directors with the application.

VII. Review by the NHCADSV Board of Directors

Within 60 days of:

- 1) the date of the written report by the NHCADSV staff indicating that the applicant is in full compliance with the NHCADSV Program Standards, or
- 2) the NHCADSV's receipt of the applicant's proposal for coming into full compliance with the NHCADSV Program Standards and/or a request for waiver of the requirement to provide a specific service, the NHCADSV board of directors will review the application, the site visit report, and the

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NHCADSV staff recommendation, and determine whether to accept the applicant as a member.

Approved by the NHCADSV Board of Directors
September 15, 2015