Nonprofit Cyber Readiness Checklist

A planning aid for U.S. nonprofits documenting reasonable measures.

For each item, mark Yes, In progress, or Need to ask. Use these prompts to note a next step, not to judge whether your organization meets a particular requirement.

INSURANCE READINESS

01 Is MFA used for email, finance tools, and administrator accounts?

☐ Yes ☐ In progress ☐ Need to ask

02 Are important files backed up, and has the team tested a restore?

☐ Yes ☐ In progress ☐ Need to ask

03 What endpoint protection is installed on staff work devices?

☐ Yes ☐ In progress ☐ Need to ask

04 How are staff trained to spot and report suspicious messages?

☐ Yes ☐ In progress ☐ Need to ask

05 Who reviews cyber insurance answers and their supporting records?

☐ Yes ☐ In progress ☐ Need to ask

Grants & documentation

Questions 6–10

GRANTS & DOCUMENTATION

06 Which active grants or pass-through agreements include security questions to confirm?

☐ Yes ☐ In progress ☐ Need to ask

07 Who will ask the grant officer or auditor about award-specific expectations?

☐ Yes ☐ In progress ☐ Need to ask

08 Where are security policies and records stored, and who can find them?

☐ Yes ☐ In progress ☐ Need to ask

09 Do staff know whom to contact if they suspect a security incident?

☐ Yes ☐ In progress ☐ Need to ask

10 Which vendors handle sensitive information, and when were they last reviewed?

☐ Yes ☐ In progress ☐ Need to ask

Board basics

Questions 11–15

BOARD BASICS

11 Who is responsible for coordinating security decisions?

☐ Yes ☐ In progress ☐ Need to ask

12 Does leadership review security risks and next steps regularly?

☐ Yes ☐ In progress ☐ Need to ask

13 Are incident response steps and key contacts written down?

☐ Yes ☐ In progress ☐ Need to ask

14 Are access rights updated when staff or contractors join or leave?

☐ Yes ☐ In progress ☐ Need to ask

15 When was the last staff security briefing, and who owns the next step?

☐ Yes ☐ In progress ☐ Need to ask

NOTES / NEXT STEPS

Planning aid only. This checklist is not legal advice, an audit, a compliance determination, or a grant-allowability determination. Harborwren does not interpret regulations or score answers as pass/fail compliance. It does not promise insurance approval, grant awards, clean audits, or full compliance. Ask your grant officer or auditor about award-specific requirements and funding questions.