

GRANT READINESS CHECKLIST

Know what is ready, identify what is missing, and pursue funding with confidence.

HOW TO USE: Check each item you can produce today. Then use your score to prioritize the gaps.

01 Organizational Foundation

- 501(c)(3) determination letter or fiscal sponsor agreement
- Articles of Incorporation and current bylaws
- Board roster and minutes from the last 3 meetings
- Conflict of interest policy signed annually
- Clear, concise mission statement finalized

02 Financial Infrastructure

- Board-approved operating budget for the current FY
- Program budgets separated from admin/overhead
- Most recent Form 990 available
- YTD profit and loss statement and balance sheet accessible
- Financial controls documented

03 Program Clarity & Impact

- Problem statement supported by credible data
- Target population clearly defined
- SMART objectives documented
- Logic model or theory of change drafted
- Measurable outcomes identified

04 Data & Evaluation Systems

- Client or participant tracking system operational
- Baseline data collected
- Outcome tracking process documented
- Reporting cadence and responsible owner assigned

05 Grant Strategy & Sustainability

- Funder list aligned to programs and priorities
- Core boilerplate narratives ready
- Budget narrative template prepared
- Grant calendar maintained
- Sustainability plan documented

YOUR READINESS SCORE

Enter total checked:

/ 24

0-8

BUILD

9-16

DEVELOP

17-21

PREPARE

22-24

PURSUE