

Grant Readiness Checklist

Before applying for grants, it's important to ensure your organization is grant-ready. Use this checklist to gather the key documents, demonstrate your impact, and position yourself for successful funding.

☒ Basic Organizational Info

- ☐ Mission statement and history of the organization
- ☐ Current list of board members and key staff
- ☐ Organizational chart (if available)
- ☐ Articles of incorporation and 501(c)(3) letter (for nonprofits)
- ☐ EIN (Employer Identification Number)

☒ Financial Documents

- ☐ Current operating budget
- ☐ Year-to-date financial statements (P&L and Balance Sheet)
- ☐ Previous year's financials or audit report
- ☐ IRS Form 990 (most recent)

☒ Program & Impact Materials

- ☐ Clear description of your programs or services
- ☐ Who you serve (target population and geographic area)
- ☐ Goals and measurable outcomes
- ☐ Success stories or testimonials
- ☐ Photos or videos (with permission)

☒ Grant-Specific Info

- ☐ Project or program budget (if applying for specific funding)
- ☐ Timeline for project implementation
- ☐ Letters of support or partnership (if required)
- ☐ Previous grant awards (optional)