



Grants Readiness Checkup and Scorecard (items with * are most critical)

PREREQUISITES (You will need to address all prerequisites before seeking grant funding)

- Do you have 501c3 nonprofit status from the Internal Revenue Service? *
- Do you have an annual budget? *
- Have you raised funds from sources besides grants over the past year? *
- Do you have an active board of directors with at least **three** members? *

Question for existing organizations only: Do you have year-end financial statements? *

Total boxes checked: _____ Minimum needed to pursue grants **4 (new orgs), 5 (existing orgs)**

ESSENTIALS

1) Program description and evaluation

For the project you would like to pursue grant funds, are you prepared to outline or verbally describe:

- Methods, curriculum, and key tasks and timelines for delivering intended services *
- Unique/innovative strategies, including research or rationale to substantiate the approach
- Clear delineation of staff responsibilities
- Can you name at least two tools you plan to use to track outcomes and objectively measure success? *
- Do you have evaluation data that objectively demonstrates that your project has been successful?

Total boxes checked: _____ Minimum needed to pursue grants **2**

2) Collaboration/uniqueness/niche

- Does your organization share resources or integrate services with at least two other agencies? *
- Can you name two reasons why a grantor would award a grant to your organization rather than to an organization that provides similar services?

Before establishing your organization, did you conduct market research to:

new organizations only: contact at least three community leaders and leaders from other nonprofits who confirmed the gap and need for new services *

new organizations only: use at least two sources of data, such as planning reports, research studies, census data, and health department reports, to substantiate the need for your program.

Total boxes checked: _____ Minimum needed to pursue grants **2 (new orgs), 1 (existing orgs)**

3) Financial management and other fundraising

- Can you create financial reports and budgets to respond to grant requirements? *
- Do you have cash reserves supporting your expenses for three to six months?
- In addition to grants, do you plan to raise at least 50% of your budget from non-grant funds? *

Existing organizations only: Did the nonprofit receive more money last year than it spent? *

Existing organizations only: Are your financial statements professionally prepared by an accountant? *

Total boxes checked: _____ Minimum needed to pursue grants **1 (new orgs), 3 (existing orgs)**

4) Grant history and relationships with funders

- Have you previously been successful in applying for grants? *
- Have you ever contacted a foundation to discuss your organization and ideas for a grant request? *
- When receiving a grant denial, did you contact the funder to learn the reasons for the denial?

Total boxes checked: _____ Minimum needed to pursue grants **1**