

Grant Readiness Assessment

Use this checklist to evaluate whether your organization is prepared to pursue a grant opportunity. This tool is designed to help identify strengths, gaps, and next steps before committing time and resources to a grant application.

Section 1: Project and Funding Opportunity

1. Do you have a specific grant opportunity identified?

Yes No

Notes:

2. Does the grant align with your organization's mission and goals?

Yes No

Notes:

3. Is your project or program eligible under the funder's guidelines?

Yes No

Notes:

4. Does the funding opportunity require matching funds?

Yes No

Notes:

5. If a match is required, do you have matching funds or in-kind contributions secured?

Yes No

Notes:

6. Is your project included in your organization's strategic or planning documents (e.g., Community Development Action Plan for a local government)?

Yes No

Notes:

7. Is this a collaborative or regional project involving multiple partners?

Yes No

Notes:

8. If you represent a local government, has your board or governing body formally approved the project and application?

Yes No

Notes:

Section 2: Organizational Capacity

9. We have a clearly defined mission and a set of organizational goals.

Yes No

Notes:

10. We have at least one project or program with defined, measurable outcomes.

Yes No

Notes:

11. We can provide required financial documents (e.g., budget, IRS Form 990, or audited financials).

Yes No

Notes:

12. We have staff or designated team members with time and capacity to manage the grant.

Yes No

Notes:

13. We have strong partnerships or letters of support from collaborators and stakeholders.

Yes No

Notes:

14. We understand and can meet the funder's compliance, tracking, and reporting requirements.

Yes No

Notes:

15. We are willing and able to evaluate and share the outcomes and impact of our work.

Yes No

Notes:

Section 3: Internal Planning & Documentation

16. We have an internal timeline to meet the application deadline.

Yes No

Notes:

17. We have access to a current work plan, logic model, or theory of change for the project.

Yes No

Notes:

18. We can develop a project budget with realistic estimates.

Yes No

Notes:



19. We have, or can quickly obtain, organizational documents commonly required in applications (e.g., bylaws, UEI, SAM.gov registration, IRS determination letter).

Yes No

Notes:

20. We are ready and able to dedicate time to drafting, reviewing, and submitting the application and all of the required attachments.

Yes No

Notes:

Next Steps

If you answered no to several items, take time to address those areas before applying. Grant writing is most successful when your organization is prepared, aligned, and supported internally.

If you answered mostly yes that your organization is ready to apply for a specific opportunity, here is how to move forward:

- Review the funder's guidelines carefully and make a checklist of required components.
- Build or revisit your project plan, clarify goals, outcomes, and success.
- Identify the roles and responsibilities of your team members.
- Start developing the budget and gathering attachments.
- Schedule internal deadlines to avoid last-minute work and allow for proofreading.
- Reach out for letters of support.