

Project Readiness Worksheet

Use this worksheet to assess whether your project is clearly defined and ready for a strong grant proposal. Completing these steps before writing saves time and improves the quality of your application.

Project Overview Questions

- What is the name of the project or program?
- What is the specific community need this project addresses?
- Who is the target population or community served by this project?
- What are the goals of the project (broad outcomes you want to achieve)?
- What are the objectives (specific, measurable steps toward your goals)?

Project Design and Implementation Questions

- What activities or services will be delivered through this project?
- Who will lead the project and who will be involved (staff, partners, contractors)?
- What is the anticipated timeline (key milestones and completion date)?
- Have potential partners, collaborators, or stakeholders been engaged?
 Yes No If yes, briefly describe:
- How will the project's success be measured (outcomes, indicators)?

Budget and Resources Questions



- Is a draft budget developed that includes both grant funding and any matching funds or in-kind support?
 Yes No Notes:

- Are matching funds secured, or a plan in place to secure them?
 Yes No Not required

- Are additional resources (staff, equipment, space) confirmed or available?
 Yes No Notes:

Strategic Considerations

- Does this project align with your organization’s mission and strategic plan?
 Yes No

- Is this project part of any local or regional plans (e.g., Community Development Action Plan)?
 Yes No

- Is the project scalable, sustainable, or replicable beyond the grant period?
 Yes No If yes, briefly describe:

Final Check:

- The project need is clearly defined.
- The project design is complete and realistic.
- The outcomes and evaluation plan are identified.
- The budget is realistic and matches the project plan.
- Partners and stakeholders are engaged where appropriate.
- The project aligns with organizational and community goals.

Quick Project Readiness Checklist

Use this checklist to quickly assess if your project is ready for grant proposal development. If you cannot confidently answer “yes” to most of these, additional project planning may be needed before applying.



Project Definition

- The project addresses a clearly defined community need.
- The project goals and objectives are specific and measurable.
- The target population and intended beneficiaries are clearly identified.
- The activities and timeline are realistic and achievable.

Organizational Capacity

- Staff, leadership, and key partners are identified and committed.
- Internal approvals (e.g., Board or Council support) are secured or planned.
- Matching funds (if required) are secured or a plan is in place.
- Key resources (space, equipment, staffing) are available or accounted for.

Alignment and Impact

- The project fits within the organization's mission and strategic priorities.
- The project aligns with community, regional, or strategic development plans.
- There is a basic evaluation or outcome tracking plan in place.
- The project is sustainable beyond the grant period or has a clear exit strategy.

Next Step:

If you answered “yes” to most questions, your project is likely ready to move forward into grant development and writing.

If there are several “no” answers, consider addressing those gaps first to strengthen your proposal before moving forward.