# Checklist: Grant Readiness

## Financial Stability

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|---|---|---|---|
| I can reasonably state that my organization is financially stable. | | | |
| My organization has historical financial data to demonstrate evidence of stability and sound accounting practices. | | | |
| My organization has a robust accounting system and qualified financial officers that enable us to allocate and track expenses effectively. | | | |
| My organization has experience managing grants/donations of similar size. | | | |

## Capacity

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|---|---|---|---|
| My staff has the time and resources to carry out the proposed project. | | | |
| My organization has an experienced staff writer who can develop our grant application, or has capacity to outsource this role. | | | |
| My organization has designated personnel and policies that will enable us to steward a grant award and build a sustainable relationship with the funder. | | | |
| My organization has a well-functioning leadership team/governing body. | | | |

## Experience & Qualifications

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|---|---|---|---|
| My organization's expertise is well-aligned with the intent of the grant. | | | |
| My organization has a history of successful performance and positive program outcomes that can serve as evidence of our qualifications. | | | |

## Measurement & Evaluation

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|---|---|---|---|
| My staff has the time and resources to report on progress and important milestones as the project progresses. | | | |
| I have a clear understanding of the funder's reporting requirements. | | | |
| My organization has programmatic leaders with the time and expertise to evaluate project outcomes and impacts effectively. | | | |
| My organization is equipped with adequate software and systems for tracking project outputs, outcomes, and impacts. | | | |

## Nuts & Bolts

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|---|---|---|---|
| My organization has a Unique Entity Identifier (UEI) and registration with Sam.gov (for federal grants). | | | |
| I am prepared with materials such as proof of 501(c)(3) status, current and prior year operating budgets, most recent Form 990, program-specific budget. | | | |