

## 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?

Prior to 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, 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 that can support 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) Grants history and relationships with funders*

- Have you previously been successful 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**