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? *\n\nTotal boxes checked: ________ Minimum needed to pursue grants 1 (new orgs), 3 (existing orgs)\n\n4) *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