



Grant Readiness Checklist: Faith-Based and Non-Profit Organizations

I. Organizational Eligibility & Readiness

- ☐ 501(c)(3) Status - Is your faith-based organization registered as a non-profit with the IRS?
- ☐ Mission Alignment - Does your mission align with the funding priorities of the grant?
- ☐ Board of Directors - Do you have an active board providing oversight and strategic direction?
- ☐ Non-Discrimination Compliance - Does your organization follow legal and ethical standards?
- ☐ Financial Health - Are your financial records up-to-date with audits or annual reports?

II. Grant Application Essentials

- ☐ Clear Problem Statement - Have you defined the community need your program will address?
- ☐ Project Description & Goals - Is your proposed initiative well-structured with measurable outcomes?
- ☐ Theory of Change & Impact - Can you demonstrate how your project benefits the community?
- ☐ Budget & Justification - Is your budget reasonable and well-documented?
- ☐ Sustainability Plan - How will your organization sustain the project beyond the grant period?

III. Grant Compliance & Accountability

- ☐ Data Collection & Evaluation - Do you have a plan to track and report outcomes?
- ☐ Partnership & Collaboration - Have you identified strategic partners?
- ☐ Matching Funds (if required) - Can you show additional funding sources?
- ☐ Grant Reporting & Compliance - Are you prepared to submit required financial and program reports?

IV. Supporting Documentation

- * IRS Determination Letter - Proof of 501(c)(3) status
- * Board Roster & Bios - Names, roles, and relevant experience of board members
- * Organizational Budget - Current and projected financials
- * Annual Report (if available) - Overview of past achievements
- * Letters of Support - From community partners or beneficiaries
- * Previous Grant Performance (if applicable) - Past funding awards and results



V. Quick Budget Review

[Example Budget Categories]

Personnel: \$_____

Program Supplies: \$_____

Outreach & Marketing: \$_____

Administrative Costs: \$_____

Evaluation & Reporting: \$_____

Total Budget: \$_____

I. Program Impact Snapshot

[Example Program Impact Metrics]

of Individuals Served: _____

of Community Partnerships Formed: _____

% Increase in Program Participation: _____

Testimonial from Beneficiaries: _____

Measurable Outcomes Achieved: _____

II. Final Review Before Submission

- * Proofread for Clarity & Completeness - Have you reviewed your application for errors?
- * Submission Deadline Met - Have you ensured your proposal is submitted on time?
- * Peer Review - Has someone else reviewed your application for strengths and weaknesses?

If you responded **NO** to any of the questions above, please contact Dr. Marva, at Consultation@protectherdestiny.org today.

