Is Your Church or Non-Profit Organization Grant Ready?

Below, please find a checklist highlighting the essential components an organization needs to have in place, or in progress, prior to requesting grant funding **or** contracting with a grant writer.

HISTORY & BACKGROUND

Organization has documented its history, vision and/or mission, number of years in service, achievements, and challenges through:	Documented History & Background	Documentation In Progress	Need Assistance in Preparing Documents
• Case Statements	☐	☐	☐
• Annual Reports	☐	☐	☐
• Past grant application	☐	☐	☐
• Other document	☐	☐	☐

PROGRAM & SERVICES

There is a detailed description of all programs and services, including the following information:	Documented Programs & Services	Documentation In Progress	Need Assistance in Preparing Documents
• Description of populations served	☐	☐	☐
• Program goals and objectives	☐	☐	☐
• When? Where? How? Why?	☐	☐	☐
• Projected outcomes, past or promise of success, evaluation metrics	☐	☐	☐

STAFFING

There are staff and volunteer job descriptions for each position required to help fulfill the mission of the organization, program or service.	Documented Staffing and Volunteer Info	Documentation In Progress	Need Assistance in Preparing Documents
• Bios or resumes for management, key roles and staffing/volunteer needs	☐	☐	☐

PARTNERSHIPS

Outline organizational and program partnerships.	Documented Partnerships	Documentation In Progress	Need Assistance in Preparing Documents
• Describe the term of the partnership and highlight the reciprocal activities in each partnership,	☐	☐	☐
• Share data to depict the benefits of the partnership. If there have been any challenges, identify barriers to success and strategies to overcome the challenges.	☐	☐	☐

FINANCIALS

Organization demonstrates sound fiscal management. The following documents and/or information are readily available upon request.	Financials Documented	Documentation In Progress	Need Assistance in Preparing Documents
• Annual organizational budget	☐	☐	☐
• Program budget	☐	☐	☐
• Summary of funds received, and funding requested to support budget	☐	☐	☐
• Financial audit, if applicable	☐	☐	☐
• Summary of annual Board donations	☐	☐	☐

PRIOR GRANT EXPERIENCE & FUNDING

Prepare to discuss the organization's past experience in applying for and receiving grants and other funding.	Yes	No	Comments (Note if Assistance is Needed)
• Have you drafted a list of submitted proposals, including the award outcome? Include the purpose and amount of the funding request.	☐	☐	
• Have you requested reasons for denial of unsupported proposals?	☐	☐	
• Has the organization ever been requested to return funds?	☐	☐	
• Describe the amount and receipt of funds to date (% of grant funds, individual donations, etc.)	☐	☐	

GENERAL OPERATIONS & ADMINISTRATION

Prepare to discuss the organization's administrative processes, including tasks associated with filing and record-keeping,	Yes	No	Comments (Note if Assistance is Needed)
• There is an outlined intake process that collects pertinent client data and identifies the location of stored data.	☐	☐	
• Administrative protocols are in place to support program assessments and evaluation (e.g., staff or volunteers are trained to effectively administer pre- and post-surveys).	☐	☐	
• Fiscal management processes track grant funds (i.e., check requests, routine monitoring of actual versus projected spending per line item)	☐	☐	