



SUCCESS MAKERS ASSOCIATES

Grant Readiness Evaluation Checklist

Please rate each item below. When you have finished answering all of the questions, please **TOTAL** your score at the bottom of page 3 of the checklist. (*Yes = 5 points, No = 0 points, In Progress = 1 point, and N/A = 0*). Your total score in each category will let you know if you are ready you are to go for grants! If the total score ranges from 60-75 or above, *you are almost ready to go for the grant!* If your organization scored below 50, you will need to need to do some more work before you are ready, but **DON'T WORRY!** In most cases, *Success Makers Associates* can help you become **GRANT READY** in areas where you have deficiencies. We can help you. **We Work 4 Your Success!!!**

I. CITY OR TOWN				
❖ Organization				
❖ Nature of Grants Sought				
❖ Date of Evaluation	YOUR NAME: _____			
	YES	NO	IN PROGRESS	N/A
II. ORGANIZATIONAL READINESS CRITERIA				
<i>DO YOU HAVE?</i>				
▪ EIN/TIN or 501(c), 3				
▪ Charter/Legal Authorization: DBA, LLC, Inc., Sole Proprietor				
▪ Resolution(s) of Authorization/Articles of Incorporation				

	YES	NO	IN PROGRESS	N/A
<ul style="list-style-type: none"> ▪ A Well-Defined, Written Strategic Plan or Business Plan (See Section IV for More Details - includes Mission, Goals, Objectives, Structure, etc.) 				
III. GRANTS/FUNDING MANAGEMENT PLAN				
<ul style="list-style-type: none"> ▪ Department Head, CEO, or Executive Director to Legally Sign Off on Grant Proposal to the Funder 				
<ul style="list-style-type: none"> ▪ Authorized Personnel to Supervise the Project (i. e. Project Coordinator) 				
<ul style="list-style-type: none"> ▪ Development or Leadership Team to Plan & Organize the Project 				
<ul style="list-style-type: none"> ▪ Project Director or Manager, Staff, & Other Support Personnel to Carry Out the Grant Program/Project. 				
<ul style="list-style-type: none"> ▪ Bid Process to Select & Supervise Any Necessary /Consultants/Contractors/ Technical Assistance and/or Service Providers 				



IV. MISSION & VISION (HOW WILL THE FUNDS BE USED?)

	YES	NO	IN PROGRESS	N/A
▪ Demonstrated Need				
▪ Mission Statement				
▪ Programming (planned or existing for which grant is sought)				
▪ Capital Needs(s) for which grant is sought				

V. PLANNING TO RECEIVE GRANTS/FUNDING

▪ Department Head, CEO, or Executive Director to Sign Off on Grant				
▪ Authorized Personnel to Supervise the Project				
▪ Development or Leadership Team to Plan & Organize the Project				
▪ Project Director or Manager, Staff, & Other Support Personnel to Carry Out the Grant Project				
▪ Bid Process to Select & Supervise Any Necessary Contractors/Services				

WHAT'S YOUR TOTAL SCORE?

Email questions to:
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