


# GRANT WRITER READINESS ASSESSMENT

For Federal, State, and NYS-Specific Grant Applications

## Purpose

 A fill-in-the-blank assessment to help grant writers evaluate preparedness for grant applications. Checklist for NYS-specific basic requirements included. Use a stylus, draw or "insert text" function to complete it on your device.

## How to Use This Assessment

1. Review each category carefully.
2. Check off items your organization already has in place.
3. Identify gaps and create an action plan.
4. Use NYS-specific notes when applying to New York State agencies.

## SECTION 1 — Organizational Documents

- Mission Statement
- Vision Statement
- Strategic Plan
- Organizational Chart
- Board List with Affiliations
- Bylaws
- Policies & Procedures Manual

## SECTION 2 — Financial Readiness

- Current Operating Budget
- Most Recent Audit or Financial Review
- IRS Form 990
- NYS CHAR500 (if applicable)
- Financial Controls in Place
- Indirect Cost Rate (if applicable)

## SECTION 3 — Program Materials

- Program Descriptions
- Logic Models
- Workplans
- Evaluation Plans
- Past Performance Data
- Participant Demographics

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For Federal, State, and NYS-Specific Grant Applications

## SECTION 4 — Grant Infrastructure

- Grant Calendar or Pipeline Tracker
- Proposal Templates
- Budget Templates
- Data Collection Tools
- Reporting Systems
- Staff Assigned to Grant Roles

## SECTION 5 — NYS-Specific Requirements

- SFS Vendor ID
- Prequalification Documents (if required)
- MWBE Utilization Plan (if applicable)
- NYS Performance Measures Identified
- REDC Alignment Considered

## SECTION 6 — Data Room Inventory

- Board List
- Staff Resumes
- Job Descriptions
- Organizational Policies
- Program Materials
- Budget Documents
- Evaluation Tools
- Letters of Support

## SECTION 7 — Readiness Summary [ Y/N ]

### Strengths of the organization

Do you have...

**Clear organizational mission** with aligned programming and **demonstrated community demand**?

Existing **administrative capacity** to manage grant funds and reporting?

**Leadership commitment** to project implementation and cross-department coordination?

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## Gaps

Do you have...

- Limited documentation** of current workflows and internal processes?
- Need for stronger data collection systems** to support evaluation?
- Inconsistent staff training** or onboarding related to grant compliance?

## Action Plan

Can you...

- Develop or **refine internal SOPs** for program delivery, data collection, and reporting?
- Implement** a simple, standardized **evaluation framework** with clear metrics?
- Provide** targeted **staff training** on compliance, documentation and grant management?
- Establish** a **quarterly internal review cycle** to monitor progress and adjust as needed?

## SECTION 8 — Final Review Checklist

- All required documents identified
- NYS-specific requirements addressed
- Data room organized
- Staff roles clarified
- Gaps documented and actionable

### READINESS RATING INTERPRETATION SCALE

Total Score	Rating	Meaning
42-50	Ready to Apply	Strong foundation, minimal gaps, NYS-ready
30-41	Almost Ready	Solid base; needs targeted fixes before applying
0-29	Not Ready Yet	Significant gaps; focus on infrastructure first

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## Scoring System

How It Works: Each checklist item equals 1 point (+/-).

### SECTION-BY-SECTION SCORING

SECTION 1 — Organizational Documents Total Possible: 7 points

SECTION 2 — Financial Readiness Total Possible: 6 points

SECTION 3 — Program Materials Total Possible: 6 points

SECTION 4 — Grant Infrastructure Total Possible: 6 points

SECTION 5 — NYS-Specific Requirements Total Possible: 5 points

SECTION 6 — Data Room Inventory Total Possible: 8 points

SECTION 7 — Readiness Summary (Self-Assessment)

- Strengths (3 items)

*Score: 1 point per "Yes"*

**Total Possible: 3**

- Gaps (3 items)

*Score: -1 point per "No"*

**Total Possible: -3**

- Action Plan (4 items)

*Score: 1 point per "Yes"*

**Total Possible: 4**

*Net Section Score = Strengths + Action Plan – Gaps*

SECTION 8 — Final Review Checklist

**Total Possible: 5 points**

**TOTAL POSSIBLE READINESS ASSESSMENT SCORE: 50 points**