RESOLUTE
NONPROFIT CONSULTING

Grant Readiness

Here is a list of many required documents for grant funders. Keeping all these documents in a central folder can reduce submission time. Updating the documents in the folder is essential each year.

GENERAL
- Company Logo File
- Company Letterhead File
- 501 (c) 3 IRS letter
- Detailed project description (Case for Support)
- History of organization
- Press clippings
- Mission and vision statements
- Data on Outcomes
- Other organizations doing similar work
- List of collaborators and what they do

FINANCIAL
- Most recent 990 or 990 EZ
- Income and expense statements for the previous year501 (c) 3 IRS letter
- Balance statement for the previous year
- Organization budget / Program budget
- List funds already received, committed, pending, or in-kind
- Most recent balance sheet for the organizationData on Outcomes
- List of grantors, successful and declined
- Other revenue streams: events, annual giving, major gifts, planned giving
- Capital Needs List
- Signed W-9 for current year
- Certificate of Good Standing (state-level)

PEOPLE
- Description of credentials of people undertaking the project
- Board list w/ professional affiliations
- Board members' involvement; how many, structure, giving
- Letter of support from an expert in the field
- Org Chart

FOR GOVERNMENT GRANTS
- Sam.gov registration
- Unique Entity Identifier