

The logo for Cooperatives features a circular emblem with a sunburst design and the text "COOPERATIVES" and "TAKE IT YOUR BUSINESS". To the right is the TCCOP logo, which consists of the letters "TCCOP" in a stylized font, each letter inside a colored square (blue, red, orange, green, blue).

Tip: Copy exact language from the NOFO when possible. If something is unclear, write it as a risk or a question to ask the funder.

Grant/Program Name		Agency/Funder	
Deadline (date + time + time zone)		Submission portal	
Award range		Project period	
Link / NOFO ID		Primary contact	

Eligibility requirement	Yes / No / Unsure	Notes / exact language
Eligible applicant type	☐ Yes ☐ No ☐ Unsure	
Eligible geography/service area	☐ Yes ☐ No ☐ Unsure	
Eligible activities/costs	☐ Yes ☐ No ☐ Unsure	
Match requirement feasible (if applicable)	☐ Yes ☐ No ☐ Unsure	
Registrations/access ready (UEI/SAM/portal)	☐ Yes ☐ No ☐ Unsure	
Any disqualifiers we should watch for (e.g., outstanding reports, debarment, etc.)	☐ Yes ☐ No ☐ Unsure	

3) Competitiveness Score (1–5)

1 = weak, 3 = moderate, 5 = strong. Be honest—this helps you decide where to invest time.

Competitive factor	Score (1–5)	The evidence we have	Gaps/fixes
Priority alignment (how well we match stated goals)	1 2 3 4 5		
Project readiness (planning/design/permitting/data in place)	1 2 3 4 5		
Organizational capacity (staffing, systems, past performance)	1 2 3 4 5		
Outcomes & metrics (measurable, realistic, trackable)	1 2 3 4 5		
Budget realism (match, caps, allowable costs, true cost)	1 2 3 4 5		
Partnership strength (roles clear, MOUs/letters are specific)	1 2 3 4 5		
Timeline feasibility (writing + implementation + reporting)	1 2 3 4 5		

Competitiveness total (optional): _____ / 35 |

Quick read: 28+ strong, 21–27 possible with fixes, ≤20 consider No-Go.

4) Identify Your Top 3 Risks (and 1 mitigation step each)

Choose from: data gaps • match • timeline • admin capacity • partner commitments • procurement/compliance • cash-flow (reimbursement).

Risk	Why it matters	Mitigation step	Owner + due date

5) Decision

Make a decision and name the next step. 'Go with changes' means you will revise scope/partners/budget/timeline before drafting.

Decision	Why (2–3 sentences)	Next action + owner + due date
☐ GO		
☐ GO WITH CHANGES		
☐ NO-GO		