



# NONPROFIT GRANT READINESS *Checklist*

## 1. MISSION & VISION

- Our mission statement is clear, concise, and aligns with our programs.
- We can clearly explain our organization's impact in one or two sentences.
- Our programs and activities directly support our mission.

## 2. ORGANIZATIONAL STRUCTURE

- We have an active and engaged board of directors.
- Our board meets regularly and maintains meeting minutes.
- Roles and responsibilities for board and staff are clearly defined.

## 3. FINANCIAL READINESS

- We have a current, board-approved annual operating budget.
- We can produce recent financial statements (income, expenses, and balance sheet).
- We have a system to track grant funds separately from other income.
- We have a process for preparing financial reports for funders.

## 4. COMPLIANCE & DOCUMENTATION

- We have a current IRS 501(c)(3) determination letter (or fiscal sponsor agreement).
- Our organization is registered and in good standing with our state.
- We have a valid Employer Identification Number (EIN).
- We maintain key policies (e.g., conflict of interest, financial controls, non-discrimination).

## 5. PROGRAM & IMPACT TRACKING

- We track outputs (e.g., number of people served, services provided).
- We track outcomes (e.g., results or changes experienced by participants).
- We have recent program data that demonstrates impact.
- We have client or community stories that illustrate success.



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## 6. FUNDRAISING & PARTNERSHIPS

- We have a fundraising plan beyond just one grant application.
- We maintain a list of potential funding sources that align with our mission.
- We have partnerships or collaborations that strengthen our capacity.

## 7. GRANT APPLICATION MATERIALS

- We have a “grant folder” with commonly requested documents:
  - IRS determination letter
  - Board list with affiliations
  - Organizational budget
  - Audited or reviewed financials (if applicable)
  - Program descriptions
  - Annual report or impact summary
- We have a recent, polished organizational overview (1–2 pages).