



GRANT READINESS MINI CHECKLIST



We have a clearly defined mission and vision statement.



Our goals align with community needs and are easy to communicate



Our leadership and board are active and engaged.



We have staff or volunteers to manage grant-funded projects.



Roles and responsibilities are clearly defined



We have a current annual budget.



We can provide at least one year of financial statements or bank records.



We have a process for tracking income and expenses (e.g., QuickBooks or spreadsheet).



We can describe our programs, services, and impact in 1-2 paragraphs.



We have data, testimonials, or stories that demonstrate outcomes.



Our program goals are specific, measurable, achievable, relevant, and time-bound (SMART).



We are registered with the state and in good standing.



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We have a valid EIN and (for nonprofits) IRS 501(c)(3) determination letter.



Our board meets regularly and maintains minutes and bylaws.



We have identified potential funders that align with our mission.



We track deadlines and submission requirements.



We can demonstrate sustainability beyond one grant cycle.



We can share at least one story that shows community impact.



We have a professional summary or one-pager ready for funders.



Our website and/or social media reflect our mission and programs.



We can describe our programs, services, and impact in 1-2 paragraphs.

Next Steps

If you checked fewer than 10 items, your organization may benefit from a Grant Readiness Consultation with Sun State Consult.

📞 Sun State Consult, <https://sunstateconsult.com>
📞 623-303-8188