



GRANT READINESS MINI CHECKLIST

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We have a clearly defined mission and vision statement.

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Our goals align with community needs and are easy to communicate

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Our leadership and board are active and engaged.

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

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Roles and responsibilities are clearly defined

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We have a current annual budget.

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

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

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

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

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

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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.

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Our board meets regularly and maintains minutes and bylaws.

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We have identified potential funders that align with our mission.

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We track deadlines and submission requirements.

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We can demonstrate sustainability beyond one grant cycle.

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

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

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

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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