hilo

Grant Readiness Assessment

This assessment helps your organization to prepare to apply for grant funding. Complete this checklist before beginning any grant application process to identify gaps and ensure you have all necessary materials ready.

Common Required Attachments

Legal & Financial Documents

- ☐ **501(c)(3) determination letter** OR **MOU with fiscal sponsor**
- ☐ **Latest financial statements** (balance sheet, income statement, cash flow)
- ☐ **Most recent Form 990** (or 990-EZ/990-N if applicable)
- ☐ **Current organization budget** “funder friendly” (for fiscal year)

Governance & Leadership

- ☐ **List of Board of Directors** (including affiliations and terms)
- ☐ **Key staff roster** (titles, roles, and relevant experience)

Others

- ☐ **Strategic Plan** (current, typically 3-5 years)
- ☐ **Annual Report**

Organizational Narrative Elements

Core Identity

- ☐ **Mission Statement** (clear, concise, up-to-date)
- ☐ **Vision Statement** (if applicable)
- ☐ **Organizational history and background**

Impact & Evidence

- ☐ **Supporting Statistics** (data on community need and organizational impact)
- ☐ **Target Population** (clear definition with demographics)
- ☐ **Success Metrics** (outcomes and outputs you track)
- ☐ **Past accomplishments and results**

Collaboration & Sustainability

- ☐ **Community Partnerships** (list of key partners and relationships)
- ☐ **Sustainability plan or funding diversification strategy**

Monitoring & Accountability

- ☐ **Monitoring & Evaluation Plan** (how you track progress)
- ☐ **Data collection methods and tools**

Proposal Enhancers

- ☐ **High-quality photos**
- ☐ **Testimonials** (from audience members or artists**)**

Grant-Specific Requirements

Project Planning

- ☐ **Project Budget** (detailed line items for proposed project)
- ☐ **Budget narrative** (justification for expenses)
- ☐ **Timeline/workplan** for proposed project (if requested)

Funding Context

- ☐ **List of Current Funding Sources** (foundations, government, earned income)
- ☐ **Pending grant applications** (to demonstrate funding strategy)
- ☐ **Committed funds** (for matching requirements if applicable)

Additional Considerations

- ☐ **Insurance certificates** (liability, D&O, etc. if required)
- ☐ **Audited financials** (revenue threshold determined by state)
- ☐ **DUNS/UEI number** (for public grants)

<u>Grant Preparation Worksheet</u>

- **Describe Your Organization** “We help [who you serve] achieve [tangible transformation] so they can [overcome #1 challenge/pain].”
- **What makes your organization unique?** In other words, what do you do that nobody else does?
- **Who do you serve?** Describe in as much detail as you can who it is that you serve. What are their demographic characteristics? What geography do you cover?
- **What do you want to get funded?** Be as specific as possible.
- **What problem are you solving?** Funders want their investment to solve real world problems. Connect what you are doing with a larger issue.
- **Who will you collaborate with?** Funders appreciate community collaborations in order to spread their investment as widely as possible. What other types of organizations can you partner with?
- **How will you implement your project?** Describe in as much detail as you can the steps to implementing your project or program. Feel free to use bullet points.
- **How will you measure impact?** Funders want a return on their investment to know their money is having a REAL impact, indicated by measurable outcomes. Think about what you can do to measure success and communicate that success to the funder.
- **How can you demonstrate program sustainability?** It is important to have a diversified income stream to be able to operate in future without a specific funder.
- **Who is on your team?**
- **How is the community involved?** Or how will they be involved?
- **Where is your project located?** Provide specific geographic details about where services will be delivered or activities will take place.
- **What does your project cost?** Budgets should include all costs required to implement your project, including direct and indirect costs (salaries, fringe benefits, etc.).