Grant Readiness Checklist

While most grant-making organizations may require all items on this list, some may not ask for everything. It is best to be prepared in advance.

- ☐ Organizational Background
  - ☐ History of organization (narrative)
  - ☐ Year established
  - ☐ Mission, vision, values statement
- ☐ Tax Documents
  - ☐ Tax-exempt status letter
  - ☐ 990 (Return of Organization Exempt From Income Tax)
  - ☐ W-9
- ☐ Financial Information
  - ☐ Detailed organizational budget
  - ☐ Financial statement
  - ☐ Audit
- ☐ Governance
  - ☐ Board of directors (including affiliations and contact info)
  - ☐ Organizational chart
  - ☐ Current strategic plan
- ☐ Program / Project Information
  - ☐ Detailed program/project description
  - ☐ Number served in previous year
  - ☐ Current outcome measures
- ☐ Other
  - ☐ Letters of support
  - ☐ Percentage of Board giving financially
  - ☐ Licenses, certifications (where applicable)