



HOW GRANT READY ARE YOU?

CAPITALIZE ALBANY

Writing a grant proposal requires you to provide details about your organization and make a case for why you're seeking funding. Before you begin your application, review the funder guidelines for application, administration and reporting information. Now is the time to make sure you have the resources to carry out the project should you receive funding.

Use this checklist to assess your readiness:

	Ready	Partially Ready	Needs Work
Our mission clearly connects to the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have staff capacity to manage funds and deliver outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have the systems for tracking and reporting data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our leadership and board of directors are supportive and engaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have basic grant materials ready (see Grant Readiness Checklist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a track record of successful project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can meet typical grant compliance requirements (insurance, audits, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remember this is not a pass/fail test. It's about identifying readiness gaps before time and energy go into proposals.

GRANT READINESS CHECKLIST

Is your organization interested in applying for grant funding? Before you start, make sure you are “proposal ready” by gathering and organizing important information and documents you will need on hand. Depending on your organization, project, the funding agency and type of grant, not all of the following may be necessary. However, it is helpful to compile as much information as possible so you are well-prepared to apply for funding when the opportunity arises.

Organizational Information

- History (Narrative)
- Year Established
- Articles of Incorporation & By-Laws
- EIN Number
- Address, Phone, Website
- Mission & Values Statement
- Service Area/Target Population
- Current Programs/Services Description

Governance

- Organizational Structure/Chart
- Board of Directors
- Strategic Plan/Business Plan
- Executive Director/CEO Bio
- Project Team Bios

Tax Documentation

- Tax exemption status letter
- IRS Form 990
- W-9

Technical Requirements

- Financial/Reporting Tools
- Required for federal grants:
 - UEI (Unique Entity Identifier or SAM, formerly DUNS number)
 - SAM Registration
 - Grants.gov Registration

Project Information

- Project Description
- Target Population
- Staffing Structure/Organizational Chart
- Year Established
- Program/Project Budget
- Measurable Outcomes
- Success Story Narratives

Financial Information

- Annual Operating Budget
- Year-End Financial Statements
- Audit, if applicable
- Sources of Funding

Other Documentation that Might be Required:

- Annual Report
- Letters of Support or MOUs (memorandums of understanding)
- Policies and Procedures
- History of Grants/Funding Received or Denied
- News Articles/Photographs/Video Clips/Media
- Staff Information (Number of FT and PT Staff/Bios/Qualifications/Resumes)
- Cost Estimates and Vendor Information
- Other Registrations or Licenses

For information about the grant process and a glossary of grant terminology, visit:
<https://www.grants.gov/learn-grants/grants-terminology>