

### Initial Grants Readiness Checklist

	Have/ Yes	Need/ No	Notes/Tasks
Are you established as a 501(c)3, nonprofit organization with the IRS?			
Do you have a Board of Directors and could you provide a list with their affiliations?			
Do you have a board-approved Organizational Budget?			
Have you filed a Form 990 and/or do you have a current financial audit?			
Do you have a mission statement?			
Are you and/or your staff prepared to allocate time to participate in the grant development process?			
Can you <i>demonstrate a proven need</i> that your organization uniquely addresses?			
Can you demonstrate success? (For new programs, can you demonstrate success in other programs?)			
Do you know what you want funding for and exactly how it will be used?			
Does your organization have the capacity to implement the proposed project or activities if funding is awarded?			
Have you considered whether community events, service fees, membership fees or other fundraising activities will help fulfill your funding needs? (Sustainability.)			
Have you built relationships or collaborations with other relevant organizations to share resources and avoid duplication of services?			