





Grant Readiness Checklist

Use this checklist to determine if your organization is ready to submit grant proposals. If you do not have an item requested by the funder, always connect with them before you submit an application to ensure you are in compliance with their requirements. You can learn how to develop the different components of a proposal through a GrantStation Membership or by participating in our Online Education offerings.

 Organizational Documents			
<input type="checkbox"/>	IRS Nonprofit Designation Letter	<input type="checkbox"/>	Board of Directors List
<input type="checkbox"/>	Federal Tax Identification Number (EIN)	<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Tax Forms (IRS Form 990)	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	Audit/Financial Review	<input type="checkbox"/>	Governance Policies and Procedures
<input type="checkbox"/>	Bylaws	<input type="checkbox"/>	Operational Policies and Procedures
<input type="checkbox"/>	Mission Statement	<input type="checkbox"/>	Annual Report

 Proposal Development Documents			
<input type="checkbox"/>	Need Data (Geographic Area)	<input type="checkbox"/>	Organizational Background/Capacity
<input type="checkbox"/>	Need Data (Target Population)	<input type="checkbox"/>	Resumes of Key Staff
<input type="checkbox"/>	Project Outcomes and Indicators	<input type="checkbox"/>	Job Descriptions
<input type="checkbox"/>	Approach	<input type="checkbox"/>	Evaluation Plan
<input type="checkbox"/>	Partners	<input type="checkbox"/>	Project Budget
<input type="checkbox"/>	Timeline	<input type="checkbox"/>	Sustainability Plan



Financial Information and Documents

<input type="checkbox"/>	Organizational Budget	<input type="checkbox"/>	Grants.gov Registration (for federal proposals)
<input type="checkbox"/>	Matching Funds	<input type="checkbox"/>	System for Award Management Registration (for federal proposals)
<input type="checkbox"/>	Financial Policies and Procedures	<input type="checkbox"/>	Indirect Cost Rate Agreement (for federal proposals)