

GRANT ORGANIZATION READINESS CHECKLIST

Is your organization or agency ready for grants? Use this helpful checklist to get ready! The more items you have to share with our grant consultants, the closer you are to seeking, winning and implementing grant funded projects and programs.

The checklist contains common grant-readiness items, but it is not a comprehensive list. Please feel free to include additional documents, outcomes, reports, photos, etc.



WINDFIELD TIMMONS LLC.

- IRS 501(c)3 Determination Letter
- Organization Letterhead
- Organization By-laws
- Mission/Vision statement, brief organization history, and geographic area(s) served.
- Project or Program's Goals and Objectives, and people served.
- Most recent income and expense statement
- Latest operating budget
- Latest financial audit
- Latest 990 Form
- Board of Directors – donations, names, and affiliations
- Current strategic plan/annual plan
- Other sources of income and/or donation amounts
- Any planned or previous fundraising events
- Unique Entity Identifier (UEI) Number
- System for Award Management (SAM) Registration
- Grants.gov Registration
- Partnerships/Partners and Memorandum of Understanding (MOU)
- Volunteers – numbers, and organizational roles
- Employees - numbers, and organizational roles
- Previous grants received, amounts (cash and match), and descriptions.