

GRANT READINESS ASSESSMENT

Culture and Infrastructure Readiness Component	Complete and Available	Improvement Needed	Resources Needed	N/A
Rule 1: KNOW YOURSELF – Culture and Infrastructure				
Visionary leadership				
Continuity of vision regardless of leadership				
Solid board support; clear board roles and responsibilities				
Clear lines of decision-making within the organization				
Solid reputation in the community				
Credible track record: <ul style="list-style-type: none"> Organizational accomplishments AND/OR Credentials of key individuals (board members, key staff, consultants, partners, etc.) 				
Focus on long-term change, not short-term fixes				
Effective ongoing communications – formal and informal <ul style="list-style-type: none"> Internal (audiences?) External (audiences?) 				
Clearly stated policies: <ul style="list-style-type: none"> Ethical principles for marketing and fundraising Donor rights Grants management, reporting outcomes and results External communications Gift solicitation Gift acceptance Gift management 				

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Rule 2: BUILD TRUE PARTNERSHIPS – Culture and Infrastructure				
A culture that values collaboration over competition				
Existing networks of potential partners				
Existing active collaboration project(s)				
Methodology to approach potential partners				

GRANT DOC & INFO CHECKLIST

ORGANIZATION INFORMATION:

- Mission Statement
- Vision Statement
- Values Statement
- Case Statement
 - History and Background
 - Program descriptions (needs, priorities, clients, services, location, staffing, etc.)
 - Future goals and strategies
- Organization Facts/Statistics Sheet
- Number of Employees (full/part-time)
- Number of Volunteers
- Population Served
 - Number of People Served
 - Ethnic Breakdown
 - Age breakdown
 - Socioeconomic breakdown
 - Geographic area

DOCUMENTS:

- 501c3 IRS Determination Letter
- EIN Number
- Annual Report
- Current Grants Calendar
- Calendar of Events
- Brochures
- Strategic Plan
- Current fund development plan
- Table of Organization (flow chart)
- List of accomplishments/awards
- List of management staff and contact Information
- Letters of agreement detailing partnership roles and responsibilities
- Working agreements with partners re:
 - Communications
 - Decision-making protocols
 - Lines of authority / responsibility
 - Resources

BOARD OF DIRECTORS' INFORMATION:

- Number of Board Members
- % of Board Members contributing to organization
- Ethnic Demographic of Board Members
- List of Board Members, affiliations and contact information

FINANCIAL INFORMATION:

- Annual Organization Budget(s)
- Current FY and previous FY (revenue and expenses)
- Project/Program budget(s) (revenue and expenses)
- 990 Tax Statements (past three years if available)
- Audited Financial Statements (past three years, if available)
- Annual Revenue Breakdown (% by source of funding and/or amount)

Government	Endowment
Grants	Annual Giving
Individuals	Major Gifts
Program Fees	Planned Giving
Events	Board Giving
- Top 5 gifts from previous year
- Top 5 corporate gifts from previous year

PROGRAM INFORMATION: (FOR EACH PROGRAM)

- Program Descriptions
- Logic Model
- SMART Objectives
- Evaluation, outcomes, performance measures
- Project/Program budget(s)
- Program space
- Program staff
- Program infrastructure