

GRANT READY TOOL BOX™

Documentation for Grant Readiness	Complete?	Notes
Organizational Financial Information		
Operating Budget (current Fiscal Year)		
Actual Income/Expenses (last 2 completed fiscal years)		
Actual Income/Expenses (year-to-date)		
Current & Anticipated Sources of Income		
Anticipated Operating Budget		
OPTIONAL - Financial Audits within last 3 year		
Most recent 990		
Organizational Overview		
501(c)(3) Tax Determination Letter		
Board of Directors		
Governance Practices		
Organizational Chart, Staff, Volunteers		
History of Organization (Mission, Vision, Goals)		
Current Programs and Services		
Community Needs / Assets/ Assessment		
Description of Recipients of Services		
Community Partners		
Outcomes and Accomplishments		
Organizational Performance Tools		
Strategic or Business Plan		

Documentation for Grant Readiness	Complete?	Notes
Specific Project Information		
Project Budget + Plan for Long-Term Funding		
Community Need/ Opportunity served by Project		
Project's measurable goals, objectives, strategies, timeline		
List of Major Funders: Actual and Potential		
Evaluation Methods		
Letters of Endorsement		
Architectural Renderings, if Applicable		
Other Organizational Planning Documents		
Fundraising Case for Support		
Fundraising or Campaign Plan		
Marketing or PR Plan		
Economic Impact Study		
Feasibility Study		
Previous Grant Applications		
Other Written Materials		