

# GRANT READY TOOL BOX™

Documentation for Grant Readiness	Complete?	Notes
<b>Organizational Financial Information</b>		
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		
<b>Organizational Overview</b>		
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		

<b>Documentation for Grant Readiness</b>	<b>Complete?</b>	<b>Notes</b>
<b>Specific Project Information</b>		
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		
<b>Other Organizational Planning Documents</b>		
Fundraising Case for Support		
Fundraising or Campaign Plan		
Marketing or PR Plan		
Economic Impact Study		
Feasibility Study		
Previous Grant Applications		
Other Written Materials		