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LET'S BUILD HOPE

Transforming Nonprofits through Partnership

Grant Readiness Checklist

Organization

- ☐ Org chart
- ☐ Staff
- ☐ Number of staff (total)
- ☐ Number of full time, part time, FTE
- ☐ Staff demographics
- ☐ Leadership bios
- ☐ Five highest paid staff and salaries
- ☐ W9
- ☐ Certificate of Good Standing
- ☐ Strategic plan
- ☐ Media
- ☐ E-Verify
- ☐ Annual report
- ☐ DEI Policy

Financials

- ☐ Program budget and breakdown
- ☐ Explanation of deficit or audit findings
- ☐ Board-approved organization budget
- ☐ Audit
- ☐ 990
- ☐ Ability to produce real-time financial reports
- ☐ Current endowment value and cash on hand

Board

- ☐ List of Board Members
- ☐ Affiliations
- ☐ Contact Info
- ☐ Time served
- ☐ Giving (*goal is 100% of donate annually*)
- ☐ Demographics
- ☐ Bios

Volunteers

- ☐ Number of volunteers
- ☐ Number of volunteer hours
- ☐ Companies/industries represented
- ☐ Volunteer opportunities

Programs

- ☐ # served by program
- ☐ Client demographics
- ☐ Logic model or outcomes
- ☐ Supporting research and/or evidence-based practices
- ☐ Measurement tools and methods
- ☐ Staff list, bio, and qualifications
- ☐ How we use evaluation to inform programs
- ☐ Ability to produce real-time program data
- ☐ # served all time by program
- ☐ Outcome data for previous years