



Grant Readiness Checklist

- ✓ Articles of Incorporation
- ✓ Federal Tax Identification Number (EIN)
- ✓ Unique Entity ID (UEI) – formerly DUNS if pursuing public funding
- ✓ Organizational chart
- ✓ Board of Director Roster with officer titles and diversity ratio
- ✓ Key Leadership Roster, including awards or honors
- ✓ Number of volunteers (and hours)
- ✓ Mission and Vision statements
- ✓ Operating budget and fiscal year calendar
- ✓ Financial statements (at least two years back)
- ✓ Form 990
- ✓ Third party audits or unaudited financial statement
- ✓ Essential language for agency and key programs (aligned with strategic plan and/or yearly goals)
- ✓ Program data and commonly used outcomes
- ✓ Client impact or “success” stories
- ✓ Community partnerships
- ✓ Sustainability plan
- ✓ Media (broadcast, print, online, etc.), social media reach, total newsletter subscribers