



The Grant Liaison
Connecting Communities
to Resources

Nonprofit Grant Readiness Checklist: Get Funded with Confidence!

The Grant Liaison is here to HELP: www.thegrantliaison.com

✔ Clear Mission and Vision

Clearly define your nonprofit's purpose, goals, and long-term vision.

✔ 501(c)(3) Status (Tax-Exempt Status)

Ensure your nonprofit is a registered 501(c)(3) for eligibility in most grants.

✔ Strong Board of Directors

A dedicated, diverse board with the expertise to guide your organization.

✔ Organizational Budget

A detailed, up-to-date budget to showcase financial health and transparency.

✔ Program or Project Budget

A separate budget outlining how the grant funds will be used specifically for your program.

✔ Impact Measurement Strategy

Define clear outcomes and metrics to track the success of your program.

✔ UEI Number and SAM Registration

Obtain a UEI (Unique Entity Identifier) Number and register with SAM for federal funding eligibility.

✔ Grant Writing Capacity

Ensure you have the capacity or expertise to write a compelling grant proposal.

✔ History and Track Record

Demonstrate past success with detailed reports, case studies, or past grants. Grants for seed money and start-ups are available but limited.

✔ Strategic Plan

A roadmap outlining your nonprofit's long-term growth, goals, and action steps.

✔ Collaboration and Partnerships

Showcase any collaborations that extend the reach and impact of your program.

✔ Up-to-Date Financial Statements

Provide current balance sheets, P&L statements, and cash flow reports.

✔ Staff Capacity and Experience

Ensure your team has the skills and experience necessary to execute the program.

✔ Evaluation Plan

Demonstrate how you will evaluate and report on the program's effectiveness.

✔ Letters of Support or Endorsement

Secure letters from key supporters to validate and endorse your work.

✔ Grant Application Process Familiarity

Understand each funder's eligibility criteria, reporting standards, and deadlines.

✔ Compliance with Legal and Regulatory Requirements

Ensure your nonprofit complies with local, state, and federal regulations.

✔ Sustainability Plan

Prepare a long-term funding strategy to sustain the program beyond the grant.

✔ Marketing and Outreach Plan

Create a plan to promote the project and raise awareness.

✔ Clear and Concise Narrative

Develop a compelling, well-structured narrative that clearly communicates your project's impact. Of course The Grant Liaison can assist with this.