



Foster Grants and Giving Inc.

www.FosterGrantsAndGiving.Org

owner@FosterGrantsAndGiving.Org

P.O. Box 771501

Orlando, Fl. 32877

(407) 729-2805

GRANT READINESS CHECKLIST

LEADERSHIP - BOARD AND STAFF

- Forward Thinkers
- Socially Conscious
- Data-Driven
- Evidence-Based, Effective Approaches
- Long Range Thinking, Strategic and Comprehensive
- Diversity of the Board

ORGANIZATION

- History of Organization
- Mission Statement
- Goals
- Articles of Incorporation
- Accomplishments
- Active Federal Tax Identification Number (EIN)
- IRS Federal Determination Letter 501(c)(3)
- Indirect Cost Rate documentation
- Communication/Marketing Structure
- Organization Operating Budget
- Financial Statements prior 2-3 years
- Most Recent 990's
- Organizations By-laws
- List of Programs and Numbers of Individuals Served
- Board of Director Lists
- List of Leadership and Roles
- Administrative Bios
- Latest Strategic Plan
- Measurable Outcomes of Programs, Practices, and Policies (Data that is qualitative and quantitative) for EACH Program
- Quality Assurance Process
- Updated Resume of Relative Staff
- Updated Organizational Chart
- List of Collaborating Organizations
- List of Current and Past Grants

IMPORTANT QUESTIONS THAT MUST BE ANSWERED TO MOVE FORWARD

- Do you have similar programs with outcomes you can speak to for capacity?
- Do you have staff to fulfill your implementation plan? If so, what are their qualifications?
- Do you get audited? If so, how much in grant dollars do you manage and how much is pending now?
- If you are hiring someone, will they be trained? Who will supervise? Do you have a job description?
- Will your role be unique in the community?
- Will you utilize the skills of volunteers? If so, can you quantify their value?

HOW TO GET STARTED

- Select a Package
- Call or email funding needs and organization background information
- We will email your organization a contract
- Return the contract with payment via check, Zelle, or PayPal
- The application process for funding will begin