



Foster Grants and Giving Inc.

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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
- Articles of Incorporation
- Federal Tax Identification Number
- 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 in Each
- Board of Director Lists
- List of Leadership and Roles
- 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?