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
☐ Complete Below Logic Model

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.

We will tell your story, provide the proper grant formatting, and demonstrate a need for funding, but we will need the below information filled out completely and with as much detail as possible.

We need the following questions answered:

✓ What are you trying to get accomplished?
✓ What are the items/services needed?
✓ How much money are you requesting?
✓ How long will it take you to use the requested funds?
✓ Where is **EVERY** single dollar going? (Down to the penny, and please include quotes).
✓ 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?

Please Provide the following information:

✓ A short **Project/Program Description** with intended achievements and goals.
✓ Summary of Need (Community, Facility, or Fiscal).

✓ Please provide key graphics including illustrations, charts, and/or tables.

What is a Logic Model? - A systematic and visual way to present and share your understanding of the relationships among:
 ✓ The resources you have to operate your program.
 ✓ The activities you plan.
 ✓ The changes or results you hope to achieve.

Please fill out the below Logic Model with as much detail as possible (Without this logic model, there is a 0% chance of obtaining any competitive funding).

PROGRAM LOGIC MODEL

Inputs	Activities	Outputs	Outcomes	Indicators	Data Sources
What do you need to run your programs?	*What do you do?*	*How much do you do?*	*How do participants change because of your services?*	*What concrete and measurable information will track that change?*	*What data collection instruments will you use to collect information on each indicator?*
			Short-Term:	**Short-Term:**	**Short-Term:**
			Mid-Term:	**Mid-Term:**	**Mid-Term:**
			Long-Term:	**Long-Term:**	**Long-Term:**

EXAMPLE PROGRAM LOGIC MODEL

Inputs	Example
What do you need to run your program?	*Drug-Free Moms and Babies Project*
❑ Human resources ❑ Financial resources ❑ Facilities ❑ Community resources ❑ Partners	❑ Full-time counselor ❑ Full-time case manager ❑ Maternity care provider ❑ Office space and group meeting space at facility ❑ Funds/donations for incentives ❑ Substance abuse treatment providers across the continuum of care (some real names) ❑ Drug screen panels ❑ Vans for transportation ❑ Volunteers to provide childcare

Activities	Example
What do you do?	*Drug-Free Moms and Babies Project*
List out the major activities/services your program provides…	❑ Screen pregnant women for drug use ❑ Provide patient education on the program ❑ Enroll women in the program ❑ Conduct comprehensive assessments on the needs of women ❑ Provide individual counseling ❑ Provide group counseling ❑ Provide prenatal care ❑ Make referrals to community services ❑ Conduct drug screens ❑ Provide transportation to appointments and meetings ❑ Provide childbirth and childcare classes ❑ Facilitate cord tissue testing at birth

Outputs	Example
How much do you do?	*Drug-Free Moms and Babies Project*
Quantify the amount and duration of services you will provide…	❑ 120 drug screen panels will be administered ❑ Provide patient education about the program to all women testing positive (anticipated 30) ❑ Enroll 25 women in the program and conduct 25 comprehensive assessments ❑ Provide 55 hours of individual counseling per participant ❑ Provide 156 hours of group counseling (2 sessions per week for 1.5 hours) ❑ Make 75 referrals to community resources ❑ Conduct 1,300 urine drug screens

	(weekly and as needed) ❏ Provide transportation for 10 women to and from the facility ❏ Conduct 8 hours of childbirth and childcare classes ❏ Send 25 infant cord tissues to the lab for testing

Outcomes	**Indicators**
Short-Term: Participants will increase their skills and motivations to become sober.	Short-Term: 23 (90%) participants will: (1) know the 12- step recovery process; (2) increase perceptions that their recovery is possible; (3) be able to identify their triggers; (4) know how to deal with anger; and (5) know how to deal with anxiety.

Mid-Term: Participants will quit using drugs.	Mid-Term: • 10 participants will test negative on all drug screens after enrollment. • 10 participants will have 5 or fewer positive drug screens after enrollment.
Long-Term: Participants will deliver drug-free babies.	Long-Term: 15 (60%) participants will deliver babies with cords tissue negative for non-prescription drugs.

Indicators	Data Sources
23 (90%) participants will: (1) know the 12- step recovery process; (2) increase perceptions that their recovery is possible; (3) be able to identify their triggers; (4) know how to deal with anger; and (5) know how to deal with anxiety.	Questionnaire

• 10 participants will test negative on all drug screens after enrollment. • 10 participants will have 5 or fewer positive drug screens after enrollment.	Urine drug screens
15 (60%) participants will deliver babies with cords tissue negative for non-prescription drugs.	Cord tests